

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**March 23, 2018**

Danielle Keys, Vice Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:33 a.m.

Rebecca Soley conducted a roll call. A quorum was established.

**Attendees**

Governing Board: David Cressy; Danielle Keys; Timothy Lentz; Genesa Garofalo Metcalf, M.D.; Mona Pellichino; Gary Porter; and Ligia Soileau

Absent: Carol Stafford

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, Chief Financial Officer (CFO); Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/Administration

Prayer was offered by Ms. Pellichino.

**Agenda/Consent Agenda**

Ms. Keys extended an offer for additional agenda items or revisions to the agenda. No new items or revisions were requested.

Chief Lentz made a motion to approve the agenda as presented; seconded by Dr. Metcalf.

The motion passed unanimously.

**Excused Absence(s)**

Dr. Metcalf made a motion to excuse the absence of Ms. Stafford; seconded by Chief Lentz.

The motion passed unanimously.

**Approval of Minutes**

Chief Lentz made a motion to adopt the January 26, 2018, meeting minutes as written; seconded by Ms. Soileau.

The motion passed unanimously.

**Public Input**

Ms. Keys welcomed all in attendance and extended an opportunity for public input.

## **Executive Director Report**

Mr. Kramer submitted a copy of the Executive Director's Report for March to members of the governing board. He outlined the content which included:

1. **Budget Update:** As has been the case often over the past several years, the legislature is in session with the prospect of significant budget cuts before them. As things stand currently, the Revenue Estimating Committee has recognized an approximately \$900 million deficit for the fiscal year that begins July 1<sup>st</sup>. While this budget proposal makes no direct cuts to the FPHSA budget, many of the services that will be cut will impact our budget indirectly and the individuals that we serve directly. Most of the cuts are being made to the Medicaid program which will mean that services that we are currently able to provide that are funded through Medicaid reimbursement will no longer be available to Medicaid beneficiaries. Some of the more troublesome items include elimination of CPST and PSR, elimination of drug/alcohol residential and outpatient treatment, elimination of state funded psychiatric beds including Northlake Behavioral Health System in Mandeville, reduction of the rate paid to support coordination agencies for the New Opportunities Waiver (NOW), elimination of supported independent living program through the NOW, elimination of long term personal care services program, elimination of the Supports Waiver, and elimination of the Children's Choice Waiver. These cuts, if enacted, would require the closure of our residential program as well as all substance use services, and require a significant reduction in the Permanent Supported Housing program. The reductions in these programs would make critical services unavailable and result in numerous staff layoffs. The cuts to the developmental disabilities program would see the most needy individuals that we serve not have access to supports which keep them maintained in the community and, in some cases, would have individuals that rely on total care with no place to turn for services. It is, of course, our hope that the legislature and the government will be able to come to some resolution that will not result in this level of devastating cuts across the health care continuum. We will be involved in many scenarios and hearings over the upcoming months where we will share what impacts we would experience should the final budget include these cuts.
2. **Zero Suicide Initiative Update:** Last week FPHSA convened its first Zero Suicide work group meeting. Zero Suicide is a set of best practices to implement agency wide to better identify those at risk for suicide and provide the appropriate services for each level of risk. This initiative will be a priority as our region has a higher than average number of suicides and as the public behavioral health agency in the area it is the belief of Mr. Kramer that FPHSA needs to be leading the way in combating this problem.
3. **Residential CMS Update:** At the January meeting Mr. Kramer discussed the looming enforcement of the CMS requirement that would prevent billing for services for anyone in our residential program who received more than 14 days of treatment. At the time of the last report we were still awaiting word on whether CMS would grant Louisiana's request to waive this requirement. Mr. Kramer was pleased to report that CMS has granted the waiver as requested and we will continue to be able to treat our residential clients for as long as medical necessity exists without a 14 day limit.
4. **Escrow Account:** Following last year's changes to the laws that authorize local governing entities, the Division of Administration and Department of Health questioned whether the Attorney General opinion from 2001 that was being used to allow human service districts and authorities to maintain the funds collected beyond their budgeted amounts was still applicable. The Executive Directors of each of the LGEs submitted requests for the attorney general's

opinion based on the new law earlier this year. Attorney General Jeff Landry's office responded to Northwest Louisiana Human Service District's request for an opinion on March 5, 2018, and copied each of the other districts who sought an opinion. In short, they opined that the opinion of 2001 was still applicable and that the districts are political subdivisions of the State of Louisiana and are authorized to retain excess funds collected and may use or expend these funds without having to first deposit them in the state treasury. This is welcomed news as our escrow account has grown over the past two years and this opinion means that we will be able to retain the funds and use them to expand and/or enhance services as was the intention when the LGEs were created.

5. **Opioid Epidemic Response:** As the opioid problem continues to affect our state and region significantly, FPHSA has been working on many initiatives to mitigate the effects of this epidemic. Through the STR grant we are working to build relationships with other health care providers in our region. We have recently begun working with the local methadone clinic to ensure that individuals that can benefit from either of our services are cross referred and care is coordinated. Traditionally, public agencies such as ours have pushed abstinence based treatment protocols but it is clear that with the opioid epidemic we are currently experiencing that considering all options, including harm reduction, should be available to those who need assistance in recovering from addiction.
6. **Crisis Intervention Training for Law Enforcement/First Responders:** Crisis Intervention Training for law enforcement and first responders has been proven to lead to better outcomes across the country. NAMI St. Tammany approached us with a request to consider sponsoring a train the trainer program in St. Tammany for the St. Tammany Parish Sheriff's Office and other local law enforcement agencies. It was my position that this is something that we should try to make available throughout all five of our parishes instead and have offered to have FPHSA pay for the entire training and open it up for the agencies from our other parishes as well. I have begun meeting with the sheriffs from our other parishes to get their support and will also be meeting with the larger police departments to solicit their commitment to sending one of their staff to be trained as a trainer and to incorporate that program into their own agency schedules.
7. **AIP Update:** On March 8, 2018, the Office of Behavioral Health and Office for Citizens with Developmental Disabilities conducted the annual AIP visit which is an audit of our compliance with many federal requirements that must be met to receive block grant and other federal funding. We have not yet received the final report but staff from both offices were very complimentary of our processes and stated that they were going to recommend to some of the other agencies to consider using processes we have in place. It is expected that we will receive the final report soon and that we will have very high scores for administration, the developmental disabilities section, and the two behavioral health sites they surveyed, Rosenblum Behavioral Health Clinic and ADU/FTC.
8. **Bogalusa BHC Rebuild:** As we continue to wait for the Office of Facility Planning to move forward with the reconstruction of our Bogalusa clinic, we have begun to really feel the strain of being in the smaller temporary location. The need for services in the Bogalusa area continues to grow and even if we can devote more staff to serving that population, we do not have the space for them to provide services. We are exploring options such as temporary buildings or borrowed space in another location to extend our reach but have, so far, not been successful at securing additional space. Based on the progress so far it is unlikely that the permanent clinic will be finished in less than another year so we will continue to pursue other options that will allow for us to better serve that community.
9. **FPHSA/Denham Springs Clinic Expansion:** Our work towards opening a full-time clinic in Denham Springs is continuing. We are now seeing clients at that location three days a week with staff

assigned strictly to that clinic. As expected, the demand for services continues to grow as more people find out about the availability. We received the drawings and are moving forward with processing the lease for the new location across the street and currently are targeting early May for a grand opening.

10. **Primary Care Integration:** Last month Rachelle, Dr. LaPrairie, and Mr. Kramer visited Jefferson Parish Human Services Authority to learn about how their agency is set up. Several years ago, they changed their model and got their clinics licensed as Federally Qualified Health Clinics (FQHCs). FPHSA will be exploring the advantages of this model, as well as the requirements. Mr. Kramer indicated that he would seek the board's input before making a final decision as we continue to explore the best options for providing comprehensive care for those we serve.
11. **Employee Picnic:** FPHSA is extremely pleased to announce its first ever agency picnic at Bogue Falaya Park on April 21. This picnic is being organized by the Employee Recognition Committee that created last year and will be funded by donations. As our board members are a critical part of the success of our agency, Mr. Kramer invited each of them to make plans to attend if their schedules permit.
12. **Developmental Disabilities Services Information:** Mr. Kramer provided some developmental disabilities services data for February 2018 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including Referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF and the number on the waiting list; and Waiver Information including those receiving Waiver Services and the number on the waiting list.
13. **Behavioral Health Services Information:** Mr. Kramer provided the number of persons served and services provided for the following: Bogalusa Behavioral Health Clinic; Denham Springs Behavioral Health Clinic; Mandeville Behavioral Health Clinic; Rosenblum Behavioral Health Clinic; Slidell Behavioral Health Clinic; Outreach Services in Franklinton, Greensburg, and Kentwood; and Home and Community Based Services, as well as the number serviced through Residential Treatment Services.

Rev. Porter made a motion to accept the Executive Director's report as presented; seconded by Dr. Metcalf.

The motion passed unanimously.

### **Annual Report to the Board- Fiscal Year 2018**

Ms. Keys indicated that all governing board members received an electronic copy of the annual report to the board and opened the floor for any questions and/or comments.

Dr. Metcalf made a motion to adopt the annual report to the board for FY18 as presented; seconded by Chief Lentz.

The motion passed unanimously.

### **Financial Report- March 2018:**

Ms. Sibley presented the Financial Report for March 2018 as follows:

#### **Fiscal Year 2018 (July 1, 2017 – June 30, 2018)**

FPHSA's current FY18 budget analysis (as of February 28th) reflects a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections. The monthly budget report was disseminated to the board. Fiscal will continue to monitor revenues and expenditures closely.

Mr. Cressy made a motion to accept the financial report as presented; seconded by Chief Lentz.

The motion passed unanimously.

### **OCDD Waiver Changes**

Janise Monetta, FPHSA Developmental Disabilities Director gave a presentation regarding the Developmental Disability, Tiered Waiver System. The HCBS (waivers) offers are transitioning from a first come, first serve to a Tiered Waiver System based on need. The transformation change came about in order to serve more persons in waiver vs. institutions; achieve cost effectiveness in HCBS vs. institutional options; reduce institutional reliance in both public and private settings; provide access to appropriate services based on need; increase use of natural and community supports vs. paid supports. The current waiver system "as is" is not fiscally sustainable and the system is not able to be responsive to the needs of people who are at high risk of institutionalization. So far, individuals on the Request for Services Registry (RFSR) are/have been screened for Urgency of Need (SUN) and OCDD has submitted changes to the Waiver Applications and Rules which include entrance into the waiver (based on level of need vs. first come, first serve) and age limits on waivers (Children's Choice Waiver increased to age 21). Currently, waiver offers are being mailed to individuals/families based on the prioritized process.

### **Board Business**

#### **Purchase Request Approval: Microsoft Office 365**

Mr. Kramer requested the board's consideration for the purchase request approving the renewal of FPHSA's software of Microsoft Office 365 in accordance with the bylaws.

Dr. Metcalf made a motion approving the purchase request; seconded by Chief Lentz.

The motion passed unanimously.

#### **FPHSA/Denham Springs Clinic Lease Approval**

Mr. Kramer indicated that the current FPHSA Denham Springs Clinic lease will expire in May. The landlord has agreed to a month to month lease until the new location has been built and the move is completed. Mr. Kramer requested the approval of the board to enter the month to month lease as necessary pending the move to the new location.

Chief Lentz made a motion approving the month to month lease at the current FPHSA Denham Springs location pending the move to the new location; seconded by Mr. Cressy.

The motion passed unanimously.

#### Personal Financial Disclosure Statement

Ms. Keys reminded the board to complete their personal financial disclosure statements before May 15<sup>th</sup>. Forms were emailed and hard copies were provided to members upon request.

#### HSIC Meeting in April

Mr. Kramer referenced Act No. 73 of the 2017 Regular Session, that requires that the Human Services Interagency Council to convene a meeting at least once annually to include the board chair or designee from each of the districts and authorities to exchange best practices and give a presentation on the status of service delivery in each of the districts and authorities. The meeting this year is scheduled on April 19<sup>th</sup>. Ms. Soileau and Dr. Metcalf agree to attend and Mr. Kramer will reach out to the Ms. Stafford to see if she can also attend as Chair.

#### Policy Review

Mr. Kramer presented the following existing policies and procedures for annual review and consideration:

- 003 Executive Limits- Treatment of Agency Staff

Mr. Cressy made a motion to accept the policies and procedures as written; seconded by Ms. Soileau.

The motion passed unanimously.

#### Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, April 27, 2018, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

#### Adjournment

The meeting was adjourned.

Respectfully Submitted,



Rebecca Soley, Secretary

05/25/18

Date



Richard J. Kramer, Executive Director

5-25-18

Date



Carol Stafford, Board Chair

5/25/18

Date