

**Florida Parishes Human Services Authority Administrative Office**  
**835 Pride Drive, Suite B**  
**Hammond, LA 70401**  
**Minutes of the Governing Board Meeting**  
**September 28, 2018**

Carol Stafford, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

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

**Attendees**

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

Absent: Ligia Soileau

**FPHSA Staff/ Guest:** Richard Kramer, Executive Director; Rachelle Sibley, CFO; Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Schoener LaPrairie, M.D., FPHSA Medical Director

Prayer was offered by Rev. Porter.

**Agenda/Consent Agenda**

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

Mr. Cressy 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. Soileau; seconded by Mr. Lentz.

The motion passed unanimously.

**Approval of Minutes**

Dr. Metcalf made a motion to adopt the July 27, 2018, meeting minutes as written; seconded by Mr. Lentz.

The motion passed unanimously.

**Public Input**

Ms. Stafford 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 September to members of the governing board. He outlined the content which included:

1. **Budget Update:** Budget projections continue to indicate that we will collect more revenue than is budgeted for so the plan is to propose to the Joint Legislative Committee on the Budget to add approximately \$500,000 for the current fiscal year and \$1,000,000 for the following years to the self-generated revenue budget. While still finalizing the details of the proposal, it's expected that the agency will request authorization for seven to ten new positions as well. The majority of these positions and funding would go towards the establishment of a Functional Family Therapy (FFT) program and a new primary care physician for the Hammond locations. FFT is an evidence based therapeutic intervention for adolescents referred for behavioral or emotional problems who are at risk for institutionalization. The agency currently does not have any youth programs that are capable of providing intensive services to youth and this program is one of the model programs used across the country. The physician will be brought on board to begin our efforts to move towards a Federally Qualified Healthcare Facility (FQHC). In order to get certified as an FQHC or FQHC look-alike we must already be providing those services so this is a necessary investment as well as an important addition to our array of services.
2. **Developmental Disabilities Services Additional Funding Update:** The additional funding available for Act 378 services through our developmental disabilities section was discussed last meeting. The DD staff have been working diligently to process contracts to get these funds to those that can benefit from our services and significant progress has been made with over half of the recurring funds obligated already. We continue to spread the word about the expanded resources to ensure that anyone who might have been discouraged from applying in the past due to limited funding might submit a new application. In addition to using these funds for Individual and Family Support (IFS), we also have worked with the Office for Citizens with Developmental Disabilities (OCDD) to create 20 additional Flexible Family Fund (FFF) slots which provides for a standard monthly amount to those eligible to aid in covering the costs associated with treatment and other services. The waiting list currently has 340 individuals on it and this will give us an opportunity to serve some new individuals who have been waiting several years for assistance as these slots typically turn over slowly.
3. **Grants Awarded to FPHSA:** FPHSA was notified last week that several pending federal grants have been awarded to OBH, with the funds planned to be distributed through the districts. Those grants include an expansion of the State Targeted Response (STR) which will fund additional peer support specialists in our clinics to specifically address opioid problems, the State Opioid Response (SOR) grant which aims to improve prevention services and mobile outreach related to opioid response, and the expansion of the Louisiana Partnership for Success which is a prevention grant that will target St. Helena and Tangipahoa parishes related to underage drinking. All of these are worthy projects that will help us better serve the citizens of the Florida Parishes and are keeping our staff quite busy.
4. **Employment Fair:** Progress is being made on the job fair project with our contract with Mr. Arsenaux now in place. He is working to finalize arrangements for a date and location with Southeastern Louisiana University potentially partnering with us and providing the location. We are targeting either a November to January date at this point, pending availability of the space to avoid conflicts with holiday events.
5. **Bogalusa Behavioral Health Clinic Rebuild Update:** The long-awaited contract to remove the asbestos at the old Bogalusa clinic has been executed and the work is scheduled to begin next

week. That project should be relatively short and the reconstruction should be able to proceed afterwards. Since the timeline is still unclear, and the track record for meeting timelines is poor, we are continuing to explore additional options for relocating the clinic on both a temporary and permanent basis.

6. **Denham Springs Expansion Update:** Expansion of the Denham Springs Clinic continues to face delays in construction after the fire marshal required some changes to be made by the contractor. Those changes are underway and the contractor is now telling us the building should be ready for approval the first of October. In the meantime, we have continued to grow our services and have set new records for persons served and services provided each month.
7. **Zero Suicide Initiative Update:** After diving into the Zero Suicide process it became clear that we needed to take a step back and reorganize our plan. To that end we have contracted with Dr. April Foreman who is a nationally respected Suicidologist to work with us on implementing this initiative. We will be scheduling a consultation with her and our Zero Suicide task force in the coming weeks to reformulate our strategy to ensure that our implementation is successful and has the desired impact of preventing suicides among those that we serve.
8. **Mental Health First Aide Instructor Training:** FPHSA has continued to partner with local first responders to try to better meet the needs of those facing mental health and substance use needs in our community. We have distributed Narcan to multiple agencies across the region and are looking forward to providing the Mental Health First Aid train the trainer program next month. We are fortunate, in our area, to have the leaders of our public service agencies who see this as a priority and who wish to work together with us to make a difference.
9. **Developmental Disabilities Services Information:** Mr. Kramer provided some developmental disabilities services data for June, July, and August 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.
10. **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 for June, July, and August.

Mr. Cressy made a motion to accept the Executive Director's report as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

### **Financial Report- September 2018:**

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

#### **Fiscal Year 2019 (July 1, 2018 – June 30, 2019)**

Ms. Sibley disseminated a budget comparison of FPHSA's FY18 budget compared to the current FY19 budget. The FY19 budget will be adjusted for additional behavioral health grants received as well as additional development disabilities' individual and family support funding.

FPHSA does not typically complete the first official budget analysis for the fiscal year until the end of the first quarter (September 30<sup>th</sup>) as this is when the budget/expenditures reports become available. This allows time for a better baseline to be established for projecting future revenue and expenditures. However, the Fiscal Department continues to review and monitor collections/ expenditures during this time period.

Ms. Sibley provided the estimated FY19 projected collections and the FY19 beginning escrow balance.

#### Fiscal Year 2020 (July 1, 2019 – June 30, 2020)

Ms. Sibley disseminated the FY20 draft budget request recap that was submitted to the Louisiana Department of Health (LDH) earlier this month. The FY20 draft requested an overall increase above the current FY19 budget. The request is mainly a continuation budget request following the Division of Administration's process for salaries, related benefits, markets adjustments (formerly merit increases or performance adjustments), and inflation. FPHSA is also requesting the authority and funding for one additional position for Developmental Disabilities Services to meet the needs associated with the increased funding and volume of services as a result of ACT 73 of the 2017 Regular Legislative Session and System Transformation Tiered Waiver process. A call is scheduled with LDH to review the recap prior to completion of the entire budget packet. Final copies of the request and all supporting documentation are due to LDH by October 29<sup>th</sup>.

Dr. Metcalf made a motion to accept the financial report as presented; seconded by Rev. Porter.

The motion passed unanimously.

#### Board Business

##### Policy Review

Mr. Kramer presented the following board policies/procedures to the board for annual review and consideration as written:

- 005 Executive Limits- Treatment of Consumers Policy
- 010 Executive Limits- Executive Director Succession Policy
- 010.1 Executive Limits- Executive Director Succession Procedure
- 041Board-Executive Director Linkage
- 050 Executive Director Performance Evaluation
- 050.1.1 ED Performance Rating Worksheet
- 050.1.2 ED Performance Individual Rating Worksheet
- 050.1.3 ED Performance Summary Sheet
- 160 Agency Policy- Use of Escrow Funds
- Role of an FPHSA Board Member

Mr. Kramer also presented Board Procedure 050.1 Executive Director Performance Procedure with a suggested revision on page 1 of 3 removing bulleted item No. 3 that reads "In September, two months prior to the Executive Director Performance evaluation, the Executive Director will provide a self-assessment" as this step was redundant within the procedure.

Ms. Pellichino made a motion to accept the policies and procedures as written and revised; seconded by Dr. Metcalf.

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, October 26, 2018, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

**Adjournment**

Mr. Lentz made a motion to adjourn the meeting; seconded by Dr. Metcalf.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,

  
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Rebecca Soley, Secretary

10/24/18  
Date

  
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Richard J. Kramer, Executive Director

10-26-18  
Date

  
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Carol Stafford, Board Chair

10/26/18  
Date