

Florida Parishes Human Services Authority Administrative Office
835 Pride Drive, Suite B
Hammond, LA 70401

Minutes of the Governing Board Meeting
December 7, 2018

Carol Stafford, Board 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; Liz Gary; Timothy Lentz; Ligia Soileau; Genesa Garofalo Metcalf, M.D; and Carol Stafford

Absent: Danielle Keys; Mona Pellichino; Gary Porter

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, CFO; Rebecca Soley, FPHSA/Administration; Janet Gordon, FPHSA/Administration; Janise Monetta, FPHSA/Administration-DDS

Prayer was offered by Mr. Lentz.

Agenda/Consent Agenda

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

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

The motion passed unanimously.

Excused Absence(s)

Mr. Cressy made a motion to excuse the absences of Ms. Keys, Ms. Pellichino; Rev. Porter; seconded by Dr. Metcalf.

The motion passed unanimously.

Approval of Minutes

Dr. Metcalf made a motion to adopt the October 26, 2018, meeting minutes as written; seconded by Ms. Gary.

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 December to members of the governing board. He outlined the content which included:

1. **Budget Update:** After much planning and development of our plan for JLCB we have been advised to withdraw our submission to add the additional funding to our budget. Our legislation allows for us to use excess collections without being in our budget so we can proceed in that fashion to pursue the projects that we had planned. We intend to advertise for the primary care physician in the new year and will also begin our work towards hiring staff members for a Functional Family Therapy team. Because of our ability to use our excess collections in our budget the biggest impact will be that we will not be able to ask for additional positions from the legislature with which to carry out these projects and will have to absorb them within our current number of authorized positions.
2. **DDS Update:** The developmental disabilities section is making great progress on utilizing the additional funding available for family support services with 88% of Individual Family Support dollars already obligated. Mr. Kramer gave an update to how much crisis money and one-time family support money is available and explained that the team is working diligently to ensure that it is used to make the greatest impact on those that we serve.
3. **STR Opioid Grant:** Our contracts with Volunteers of America to expand the peer support specialists under the STR opioid grant as well as the mobile outreach team under the SOR opioid grant are both effective as of December 1, 2018. These are both grants through OBH from the federal Substance Abuse and Mental Health Services Administration and will allow us to improve our ability to reach individuals within our five parishes with opioid use disorders to engage them in treatment.
4. **Denham Springs Behavioral Health Update:** Our planned move into the new Denham Springs location last month was delayed by a fire marshal and licensing issue but the license is now in hand and the move will officially take place on Monday, December 10, 2018, finally giving us a full time, fully functioning site in Livingston Parish. Ms. Stafford and I met with Livingston Parish President Layton Ricks and Denham Springs Mayor H. Gerard Landry earlier this week to brief them on our progress and both were very happy and looked forward to our working together to serve their communities. Two additional staff have been hired to begin at the new location which will expand the number of people we can serve immediately, and it is expected further growth will be required in the future.
5. **Case Manager Additions:** All clinics are now being served by case managers hired through the block grant this year. These positions are expected to help ensure that clients are able to have their other basic needs met so that they can be successful in their recovery. Issues such as housing and employment or access to other available benefits and services will be resolved by these new staff members which will allow for our therapists to dedicate their time to providing therapy and other essential services with a greater likelihood of better outcomes.
6. **FQHC Update:** Work towards the agency moving towards and FQHC or FQHC lookalike status is continuing as some potential new board members have been identified and an

individual familiar with grant writing and federal requirements has been identified to work with us to ensure our policies and procedures are in line with requirements as well as to work on pursuing the FQHC related grants and other grants.

7. Zero Suicide Update: Our Zero Suicide committee kickoff meeting in October was a great success. It was attended by all of the group members as well as Representative Falconer, who introduced the Zero Suicide legislation in last year's regular session. Dr. Foreman helped educate all involved on the plan and worked with us to develop some strategic objectives to move forward with the project. The members of the group were assigned some specific tasks and we are moving forward with our implementation of the initiative. Dr. Foreman expressed here amazement with how far along we are already as an agency and was sharing that it is unusual to be able to work with an agency that is moving forward so quickly in the process.
8. Job Fair for Individuals with Disabilities: The team working on the DD job fair has been meeting with local chambers of commerce and other groups to help drive interest on the employer side. We have made some progress and expect to gain additional support as the meetings continue.
9. Mandeville Pharmacy Update: The work to add the pharmacy at Mandeville Behavioral Health clinic was delayed by the fire marshal but has received approval to proceed as of this week.
10. Bogalusa BHC Rebuild: The advertisement for the repairs at the Bogalusa clinic was released last month with a pre-bid conference held last week and bids are due by December 11, 2018. Once the bid is awarded we should expect work to proceed relatively quickly and hopefully we will be back in our old building before too much longer.
11. Developmental Disabilities Services Information: Mr. Kramer provided some developmental disabilities services data for August, September, and October 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.
12. 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 August, September, and October.

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

The motion passed unanimously.

Financial Report- December 2018:

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

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

Ms. Sibley disseminated the Monthly Budget Report for month ending October 31st. FPHSA's current FY19 budget analysis reflects a projected deficit; however, it is projected that funds will be transferred into escrow due to over-collections in self-generated revenue. Fiscal will continue to monitor revenue and expenditures closely.

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

The motion passed unanimously.

Board Business

Ad Hoc Committee Report- Officer Nominations Committee

Ms. Stafford, Ad Hoc Officer Nominations Committee representative, recommended the following members to serve as officers of the FPHSA Governing Board for the 2019 year: Dr. Metcalf, Chair and Ms. Keys, Vice-Chair.

Ms. Stafford called for nominations for officers from the floor, there were none.

Mr. Lentz made a motion to accept the nominations for officers of the FPHSA Governing Board for the 2019 year, as recommended by the committee; seconded by Ms. Gary.

The motion passed unanimously.

Executive Session

At 10:36 a.m., Dr. Metcalf made a motion to move into executive session to discuss the Executive Director's performance evaluation; seconded by Mr. Lentz.

The motion passed unanimously.

At 10:50 a.m., Mr. Cressy made a motion to reconvene into regular session; 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, January 25, 2019, at the Administrative Office at 835 Pride Drive, Suite B, and Hammond, LA.

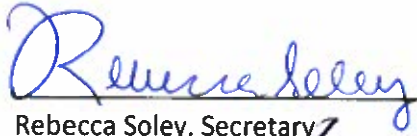
Adjournment

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

The motion passed unanimously.

The meeting was adjourned.

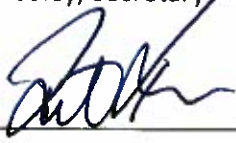
Respectfully Submitted,



Rebecca Soley, Secretary

01-25-19

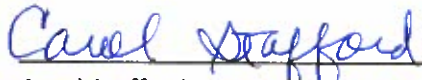
Date



Richard J. Kramer, Executive Director

1-25-19

Date



Carol Stafford, Board Chair

1/25/19

Date