

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
February 26, 2021

** In Light of the spread of COVID-19, Governor John Bel Edwards issued Proclamation Number JBE 2020-30 on March 16, 2020 that provided for all state agencies, boards, and commissions, and local political subdivisions of the state to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency. **
(Source: <https://www.ag.state.la.us/Files/Article/9743/Documents/AmendedOpenMeetingsGuidance.pdf>)

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Online 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; Genesa Garofalo Metcalf, M.D; Mona Pellichino; Gary Porter; and Carol Stafford

Absent: Danielle Keys and Cheryl Smith

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration

Prayer was offered by Rev. Porter.

Agenda/Consent Agenda

Dr. Metcalf extended an offer for additional agenda items or revisions to the agenda.

Ms. Cressy made a motion to adopt the agenda as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Approval of Minutes

Mr. Cressy made a motion adopting the December 4, 2020 minutes as written; seconded by Ms. Gary.

The motion passed unanimously.

Excused Absences

Rev. Porter made a motion excusing the absence of Ms. Keys; seconded Ms. Stafford.

The motion passed unanimously.

Public Input

Dr. Metcalf welcomed all in attendance and extended an opportunity for public input.

Executive Director Report/ FY20 Annual Report to the Board

Mr. Kramer presented the Executive Director's Report for February to members of the governing board. He outlined the following:

1. **Budget Update FY22**– As we had been expecting, we were asked by LDH to provide a reduction scenario for the 2021-2022 fiscal year budget earlier this month. This involves a reduction in state general fund dollars. In order to reach this level of reduction painful cuts would be required. LDH had initially instructed us not to view this scenario as just an exercise but to expect it to be an actual reduction in the new year's budget although they later came back and informed us that, as of now, those cuts are not in the final package but that we should continue to watch. With the legislative session beginning soon anything is still possible with regard to the budget.
2. **Budget Update FY21**: As Rachelle has been reporting and will report more on later, our current year budget situation still has us expecting a rather large deficit. There have been many expensive one time type costs this year that factor into that as well as the usual difference between what it actually costs to run the agency for a year vs what we are budgeted. For the remainder of the fiscal year we will hold open positions and delay purchases when appropriate. We do expect the deficit to shrink to some extent as the end of the year gets closer and we do have the funds in reserve to cover any remaining deficit should that prove necessary.
3. **COVID Vaccinations**: Through our partnership with Genoa, who operates pharmacies at several of our clinics, FPHSA has began last month administering vaccines to staff who have elected to receive one. Many of our staff have already started receiving the second dose as of this week. LDH's expectation for the pharmacies is that they will be able to administer to our staff, clients, and others who qualify for the current phase regardless of any prior affiliation with our agency. Plans are in place to ensure that any qualifying clients are made aware of the availability while we also plan for how to allow access to those outside of our organization. It is important that FPHSA play a role in getting past this pandemic and this is one way in which we can do so.
4. **New Bogalusa Behavioral Health Clinic**: After four years and multiple false starts and changes of plans we are finally in our new Bogalusa building as of January 7th. The building is much more suitable for our needs and will allow for a better environment in which to provide our clients the services they seek from us. Currently, most services are being provided via telehealth so the building isn't being visited by many clients yet but hopefully covid restrictions will soon be relaxed and we'll be able to have a grand opening and welcome clients to the building daily.
5. **Billable Peer Support Services**: LDH has been working on a project for the past several months to make peer support services a billable service in behavioral health services. Their plan includes the LGEs being the first able to bill for these services so we are currently planning for how that

change may impact our ability to provide that service to our clients. We have used peers in our services for many years but the services that will be billable according to the service manual will be slightly different. We will be exploring what the best mix of retaining the old services is along with the addition of the new service while also considering the funding implications of each. This is a welcome addition, and once we determine how to best fit this into our continuum of services we can begin to offer this new service.

6. **Health Information Exchange:** We have recently entered into an agreement with the Louisiana Public Health Institute (LPHI) to participate in the Greater New Orleans Healthcare Information Exchange (GNOHIE). This is a healthcare exchange which will include other hospitals and providers from across the region that will allow for health information sharing when one of our clients receives services at another provider to ensure that there is coordinated care across agencies. This is a best practice that is being pushed by the federal government and others. We will actually be receiving a grant of just over \$100,000 from LDH for participating in the health exchange which will then be used to support our change to the new electronic health record.
7. **Core Values Roll-Out:** The core values project that was mentioned at the last meeting was completed and presented to staff at our agency forum earlier this month. The leadership team and I wanted to have something that clearly communicated what values the agency stands for both for staff and those who access our services. We developed the idea through the leadership team and then through a focus group of employees from across the agency before rolling it out publicly. It is my hope that this can serve as a reminder to our staff, clients, and families about what they should expect of the organization and to hold us accountable to those ideals.
8. **Annual Report to the Board:** We completed our annual report this week and it will be sent to each of you following this meeting.
9. **Developmental Disabilities Services Data Information –** Mr. Kramer provided some developmental disabilities services data for November 2020, December 2020, and January 2021 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new referrals, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; denials; and Waiver Information including those receiving Waiver Services, pending waiver services, waiver recipients admitted to institutions; and the number of SUN referrals submitted to State Office.
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 November 2020, December 2020, and January 2021.

Mr. Lentz made a motion to accept the Executive Director's report as presented and requested that the FY20 Annual Board Report be emailed for their review; seconded by Rev. Porter.

The motion passed unanimously.

Financial Report- February 2021:

Ms. Sibley presented the Financial Report for February 2021 as follows:

Fiscal Year 2021 (July 1, 2020 through June 30, 2021)

FPHSA's current FY 2021 budget analysis, as of January 31st reflects a projected deficit; however, we are projecting collecting over the self-generated budget to be transferred to escrow at the close of the fiscal year. An analysis of FPHSA's operating and escrow budget was presented to the board. The Fiscal Department has continued to monitor revenues and expenditures closely

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

The motion passed unanimously.

Board Business

New Officers

The board congratulated the new officers of 2021, Dr. Metcalf as Chair and Ms. Stafford as Vice Chair.

Official Journal Selection

Ms. Pellichino made a motion continuing to use the Hammond Daily Star as the official journal of the authority; seconded by Ms. Stafford.

The motion passed unanimously.

Annual Strategic Plan Review

Mr. Kramer indicated that we are still in the window with the current strategic plan. The board discussed the plan and reaffirmed that it is on the website for review as well.

Board Policy Review

Mr. Kramer presented Procedure 001 Executive Limits- Global Executive Constraint for the board's annual review/consideration.

Mr. Cressy made a motion to approve Procedure 001 Executive Limits- Global Executive Constraint as written; seconded by Rev. Porter.

The motion passed unanimously.

Mr. Kramer presented Procedure 007 Executive Limits- Asset Protection for the board's annual review/consideration.

Mr. Lentz made a motion to approve Procedure 007 Executive Limits- Asset Protection as written; seconded by Mr. Cressy.

The motion passed unanimously.

Mr. Kramer presented Procedure 012 Executive Limits- Financial Planning and Budgeting for the board's annual review/consideration.

Mr. Lentz made a motion to revise Procedure 012 Executive Limits- Financial Planning and Budgeting changing the word "received" to "available" in Section III/Number 2; seconded by Rev. Porter.

The motion passed unanimously.

Mr. Kramer presented agency Policy 900 "Media Relations" for the board's annual review/consideration.

Ms. Pellichino made a motion adopting Policy 900 Media Relations as written; seconded by Ms. Stafford. It was also recommended that a subcommittee be developed to create more content to share more about services that the agency offers.

The motion passed unanimously.

Mr. Kramer presented agency Procedure 900.1 Engaging the News Media for the board's annual review/consideration.

Mr. Lentz made a motion adopting Procedure 900.1 Engaging the News Media as written; seconded by Ms. Stafford.

The motion passed unanimously.

Mr. Kramer presented agency Procedure 900.2 Official Use of Social Media for the board's annual review/consideration.

Mr. Cressy made a motion adopting Procedure 900.2 Official Use of Social Media as written; seconded by Ms. Gary.

The motion passed unanimously.

Mr. Kramer presented agency Procedure 900.3 Unofficial Use of Social Media for the board's annual review/consideration.

Mr. Cressy made a motion adopting Procedure 900.3 Unofficial Use of Social Media as written; seconded by Ms. Gary.

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, March 26, 2021, at 9:30 a.m. FPHSA will closely monitor the COVID-19 situation and determine whether the meeting can safely be held in person or via teleconference. Details will be emailed and posted in a timely manner as more information is made available.

Adjournment

The meeting was adjourned at 10:53 a.m.

Respectfully Submitted,



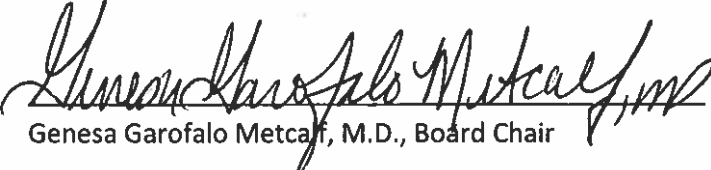
Rebecca Soley, Secretary

3/26/21
Date



Richard J. Kramer, Executive Director

5-25-21
Date



Genesa Garofalo Metcalf, M.D., Board Chair

5/25/21
Date