

**Florida Parishes Human Services Authority
Minutes of the FPHSA Online Governing Board Meeting
835 Pride Drive, Suite B, Hammond, LA 70401
January 28, 2022**

** 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 online meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:40 a.m.

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

Attendees

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

Absent: David Cressy; Danielle Keys; and Charlene Lilly

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

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

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

Ms. Gary made a motion adopting the agenda as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Excused Absences

Ms. Pellichino made a motion excusing the absences of Mr. Cressy and Ms. Keys; seconded by Ms. Pellichino.

The motion passed unanimously.

Approval of Minutes

Mr. Lentz made a motion adopting the December 10, 2021 minutes as written; seconded by Ms. Pellichino.

The motion passed unanimously.

Public Input

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

Executive Director Report

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

1. **Staffing Update:** As reported at our last meeting, staffing continues to be a problem across the agency. Not only is recruiting an ongoing issue as previously discussed, but we are now also managing 10-15 employees out per week due to the latest covid surge. Again, these are not issues that are peculiar to just FPHSA but they are affecting our ability to provide services as efficiently as we'd like. We will continue to do whatever we can to minimize the impacts to the people we serve until this situation improves.
2. **Access Team Update:** Since our last meeting the grant funded access team has begun providing services. Although it is not fully staffed yet we do have part of the team established and they have been able to start doing intakes and assessments for new clients which allows us to respond more quickly for new requests for services and identify individuals who have more urgent needs. The rest of the team is currently being built out and should be fully operational soon.
3. **Hurricane Ida Reimbursement Update:** After communication with GOHSEP and FEMA, it is expected that we will be able to receive reimbursement for paying the costs associated with Hurricane Ida. Because most of the building related costs we had as a result of hurricane damage were paid by the landlords in our leased spaces, the major cost would be employee overtime for those that were required to work during the closure. Staff who had been required to work during Ida and the recovery were compensated with compensatory time as is usually the policy for any time other than direct care in the 24 hour programs. Because the costs are expected to be reimbursable by FEMA now, I have approved human resources to convert that time to paid overtime and the staff affected will receive that on today's payroll. The total cost is approximately \$80,000 for this payout across the organization.
Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for August, September, and October 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.
4. **Practice Management/Reorganization:** Effective January 1, we enacted a slight administrative reorganization that we expect to help with clinic operations as well as scheduling and billing effectiveness. For many years our front desk staff in the clinics reported through a central channel to the practice manager rather than to the manager of

their individual clinic. While there were reasons for this approach initially, I have reassigned those duties to be managed by the individual clinic managers to improve clinic operations. The clinic managers should have better control of how those managing the front door of their clinic are operating and this change should improve that. Additionally, the practice manager position was not as useful to the agency as we needed for it to be as the majority of the practice manager's time was being spent dealing with front desk issues across the agency. Having been freed up from those duties, I expect that we will see greatly improved support for credentialing and billing, which have been areas for improvement, as well as in providing some new decision support functions.

5. Act 421 Update: As of January, Act 421 has officially been implemented and our developmental disabilities staff are planning several efforts to get the word out to families who may now be eligible for services. We have our processes in place and are prepared to start evaluating applicants as soon as the flood gates open and this will be a welcome addition for many families in our region who are struggling with the cost of caring for a loved one with special needs.
6. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for October, November, and December 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.
7. 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 October, November, and December 2021.

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

The motion passed unanimously.

Financial Report- January 2022:

Fiscal Year 2022 (July 1, 2021 through June 30, 2022)

Ms. Sibley reported that FPHSA's current FY 2022 budget analysis, as of December 31, 2021, reflected a projected deficit. The Fiscal Department will continue to monitor revenues and expenditures closely in an effort to minimize or eliminate the deficit by fiscal year end. The board received a copy of the analysis for FPHSA's operating budget and escrow budget.

Ms. Pellichino made a motion to accept the Financial Report as presented; seconded by Mr. Lentz.

The motion passed unanimously.

Board Business

By-Laws Update

Mr. Kramer presented the draft of the by-laws to the board with changes of removing the following statement from Section 3- Terms as requested by the board at the last meeting: "No officer may serve more than three consecutive full terms in the same office."

Mr. Lentz made a motion approving the by-law changes as presented; seconded by Ms. Pellichino.

Voting Yes: Timothy Lentz; Genesa Garofalo Metcalf; Mona Pellichino, Gary Porter, and Carol Stafford

Voting No (Opposed): Liz Gary

The motion passed.

2022 Officer Terms

The offices of Chair and Vice Chair expired at the end of December. Dr. Metcalf opened the floor for officer nominations. The board nominated Dr. Metcalf to continue to serve as Chair in Year 2022. The board nominated Ms. Stafford to continue to serve as Vice Chair in Year 2022.

Mr. Lentz made a motion approving the nomination of Dr. Metcalf as Board Chair for 2022 and Ms. Stafford as Vice Chair for 2022; seconded by Ms. Pellichino.

The motion passed unanimously.

Official Journal Selection

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

The motion passed unanimously.

Annual Strategic Plan Review

Mr. Kramer indicated that we are still in the window with the current strategic plan as it is updated every 3 years.

Policy Review

Mr. Kramer presented the policies and procedures outlined below for the board's annual review.

- 001 Executive Limits- Global Executive Constraint
- 007 Executive Limits- Asset Protection
- 012 Executive Limits- Financial Planning and Budgeting
- Agency Policy 900 "Media Relations"
- Agency Procedure 900.1 "Engaging the News Media"

- Agency Procedure 900.2 “Official Use of Social Media”
- Agency Procedure 900.3 “Unofficial Use of Social Media”

Ms. Pellichino made a motion approving the policies and procedures as presented; seconded by Mr. Lentz.

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, February 25, 2022, at 9:30 a.m.

Adjournment

The meeting was adjourn at 10:32 a.m.

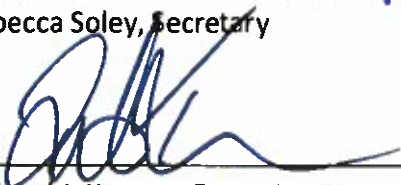
Respectfully Submitted,



Rebecca Soley, Secretary

3/25/22

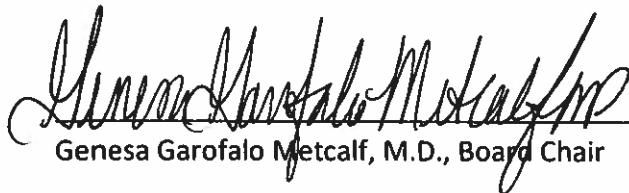
Date



Richard J. Kramer, Executive Director

4-1-22

Date



Genesa Garofalo Metcalf, M.D., Board Chair

3/25/22

Date