

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

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:36 a.m.

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

Attendees

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

Absent: David Cressy and Gary Porter

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

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

Mr. Lentz made a motion to add "Board Member Terms" to the agenda; seconded by Ms. Keys.

The motion passed unanimously.

Mr. Lentz made a motion adopting the agenda as revised; seconded by Ms. Stafford.

The motion passed unanimously.

Excused Absences

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

The motion passed unanimously.

Approval of Minutes

Ms. Pellichino made a motion adopting the May 27, 2022 minutes as written; seconded by Ms. Keys.

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 to members of the governing board. He outlined the following:

1. **Electronic Health Record Update:** Since our last meeting we have completed the implementation of our new electronic health record, Insync. Overall, the implementation has gone as expected and we are generally happy with the record although there are still some issues to be resolved. The biggest remaining issue relates to reporting of episode data to the Office of Behavioral Health and the federal government. There are mandated reports due monthly and quarterly that are used to monitor how federal block grant funding is being used and what the effectiveness of those dollars is. As of today, these reports are not operational but work is ongoing. There are some other outstanding modifications that we are waiting for that are less pressing but will provide for an, overall, better record. As it stands, the current record is much faster and better laid out than the previous record and it gives us better ability to transition into an FQHC or integrated care model in the future while also providing better reporting and greatly improved billing processes.
2. **CARF Re-Accreditation:** Our three-year CARF accreditation expires in January and we were initially scheduled to have our reaccreditation survey in November or December of this year. However, CARF is having issues with staffing their surveys, much like many other employers at the moment, and have notified us that our survey will take place in February or March of 2023 instead. Our accreditation will automatically be extended to cover the overlap from the initial expiration date.
3. **Primary Care Services Update:** As we are now working to expand our primary care services again, a recent development that may help us expand those services has presented itself. One of the Medicaid managed care companies has reached out to ask us if we'd be interested in participating in a pilot program to implement an Integrated Behavioral Health Home model to their enrollees. This would involve FPHSA being assigned a certain number of clients who have behavioral health needs with the expectation that we serve as their medical home and provide primary care services and care management as well. This comes at a perfect time and would give us an opportunity to have a captive group upon which to build these services. We are still in the contracting phase with this company and will, of course, need to be sure that the numbers work before we sign the contract but the early signs are encouraging.
4. **Recruitment/Retention:** In an effort to recruit and retain good employees we have implemented flexible schedules for employees across many of our departments. This is a benefit to employees who can work schedules which might allow them more days off per week by working longer hours on the days they do work and has helped improve morale for some staff. Although the implementation was recent and we are still working through the transition, it is expected that we will be able to capitalize on these schedules by also providing some after hours or early morning appointments which may better accommodate some of our clients who have difficulty getting services during regular hours.
5. **Premium Pay:** Last meeting I reported that we were developing a plan to present to Civil Service to provide additional premium pay to certain positions across the agency. The positions that Civil Service approved this action for included social workers and counselors, nurses, and front desk staff in our clinics. These positions have traditionally been the most difficult to fill and keep

filled even before the current nationwide staffing issues developed. Each staff member who qualified for this premium pay will receive one dollar additional per hour for hours worked only (not leave hours or holidays). Naturally, the staff who were not included in this action were disappointed, but we will continue to work on appropriate pay actions for other categories of staff as appropriate.

6. Pride Drive Location Space: As we continue to grow with hopes of further expansion in the future, we have run out of ways to creatively use space at the Pride Drive location. This week we began looking at some other properties that might allow us to relocate our administrative and/or developmental disabilities services out of this building to allow the clinic to expand into the vacated spaces. Nothing has been identified concretely as of yet but there are a few possibilities that we will be exploring to determine if any will suit our needs and the needs of the people we serve.
7. Annual Board Report: Work is being finalized on the annual report and it will be distributed prior to the next meeting. We have added some more information related to grants and other activities and I believe this will be our most comprehensive report yet.
8. FPHSA Lawsuit: We received notice that an employee has filed a lawsuit against FPHSA alleging discrimination and lack of accommodation. This employee had previously filed a similar complaint with the EEO Commission and they investigated and chose not to take any action on that complaint. I believe that the complaint is without merit and that the supervisor and the human resources department have acted appropriately in dealing with this situation and we will follow the process with our legal representation to have this matter resolved.
9. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for July 2022, August 2022, and September 2022 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; the number of SUN referrals submitted to State Office; and ACT421 referral/approval information.
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 July 2022, August 2022, and September 2022.

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

The motion passed unanimously.

Financial Report- October 2022:

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

Ms. Sibley disseminated the final FY22 close out reports to the board for their review. She was happy to report that we did not have to funds out of the escrow account to close the fiscal year. In fact, we were able to transfer some expenses originally charged to escrow back to the operating budget.

Fiscal Year 2023 (July 1, 2022 through June 30, 2023)

Ms. Sibley disseminated a copy of the FPHSA Operating Budget and Escrow Budget to the board for their review. FPHSA's current FY 2023 budget analysis, as of September 30th, shows 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.

Fiscal Year 2024 (July 1, 2023 through June 30, 2024)

Our FY 2024 budget request has been submitted. The FY 2024 request was increased above the current FY 2023. The request is mostly a continuation budget request following the Division of Administrations process for salaries, related benefits, market adjustments (formerly merit increases or performance adjustments), and inflation. We did include an increase the request to cover the Bogalusa lease as we will have to start paying that lease in FY 2024 (the lease is currently being paid by insurance funds from the 2016 flooding of the old building).

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

The motion passed unanimously.

Board Business

Annual Policy Review

Mr. Kramer presented the following board policies/procedures/documents for the board's annual review: Policy 001 Executive Limits- Global Executive Constraint; Policy 005 Executive Limits- Treatment of Consumers; Policy 007 Executive Limits-Asset Protection; Policy 010 and Procedure 010.1- Executive Limits- Executive Director Succession; Policy 012 Executive Limits- Financial Planning and Budgeting; Policy 019 Executive Limits- Ends Focus on Grants and Contracts; Policy 041 Board- Executive Director Linkage ; Policy 050/050.1 Executive Director Performance Evaluation Policy/Procedure: FPHSA Policy 160 Use of Escrow Funds; Agency Policy 900 Relations; FPHSA Agency Procedure 900.1 Engaging the News Media; FPHSA Agency Procedure 900.2 Official Use of Social Media; FPHSA Agency Procedure 900.3 Unofficial Use of Social Media; and the Role of an FPHSA Board Member.

Ms. Keys made a motion of approved continuation of the policies as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

Revised Agency Policy Review

Mr. Kramer presented a new FPHSA policy for the board's review/consideration "515 Employee Grievances." He explained that we previously followed LDH's policy; however, adopted it as our own.

Mr. Kramer also presented revised agency policy "600 Rights of Persons Served" for the board's review/consideration.

Mr. Lentz made a motion approving both policies as presented; seconded by Ms. Stafford.

The motion passed unanimously.

Board Member Terms

The board discussed that Ms. Stafford's governing board term will expire December 2022.

Mr. Lentz made a motion supporting the reappointment of Ms. Carol Stafford representing Living Parish and requested that a letter be sent to the appointing authority on behalf of the board recommending her reappointment; seconded by Ms. Keys.

The motion passed unanimously.

Purchase Request Approvals

Mr. Kramer presented the following FY23 purchase requests approvals that require board approval:

- Prevention Education Materials
- Promotional Items
- Detera Bags
- Lock Bags/Boxes
- TimerCaps
- Narcan
- Slidell Behavioral Health Clinic Furniture
- Fentanyl Test Strips

Mr. Lentz made a motion approving the purchase requests as presented; seconded by Ms. Keys.

The motion passed unanimously.

Executive Session- Executive Director Performance

Ms. Pellichino made a motion to enter into Executive Session at 10:48 a.m. to discuss the Executive Director's performance; seconded by Ms. Keys.

The motion passed unanimously.

Ms. Pellichino made a motion to end the Executive Session at 11:18 a.m.; seconded by Ms. Keys.

The motion passed unanimously.

Confirmation of the Next Meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Thursday, December 15, 2022 at noon.

Adjournment

Ms. Pellichino made a motion to adjourn the meeting at 11:19 a.m.; seconded by Ms. Keys.


The motion passed unanimously.

Respectfully Submitted,



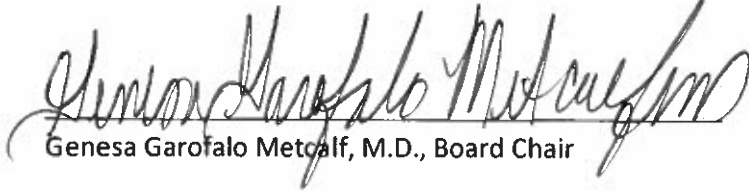
Rebecca Soley, Secretary

12/15/22
Date



Richard J. Kramer, Executive Director

12-16-22
Date



Genesa Garofalo Metcalf, M.D., Board Chair

12/15/22
Date