

Florida Parishes Human Services Authority Administrative Office
Minutes of the Online Governing Board Meeting
May 22, 2020

** 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 9:30 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; Gary Porter; Cheryl Smith; and Carol Stafford

Absent: David Cressy

FPHSA Staff/ Guest: Richard Kramer, Executive Director; Rachelle Sibley, Chief Operating Officer; Rebecca Soley, FPHSA/Executive Administration; Andrea Albert, FPHSA/Developmental Disabilities Services; Rona Burkett, FPHSA/Developmental Disabilities Services; and Janise Monetta, FPHSA/Developmental Disabilities Services

Prayer was offered by Ms. Pellichino.

Agenda/Consent Agenda

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

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

The motion passed unanimously.

Excused Absences

Ms. Gary made a motion to excuse the absence of Mr. Cressy; seconded by Ms. Smith.

The motion passed unanimously.

Approval of Minutes

Ms. Smith made a motion adopting the April 24, 2020 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 for May to members of the governing board. He outlined the following:

1. **Budget Update** – Earlier this month we were asked, as expected, to provide budget reduction scenarios to LDH in response to the expected shortfall in the 2021 budget. The scenario involved a relatively large cut to state general fund dollars in our budget. Because the vast majority of our funding goes towards salaries and benefits there were not a lot of easy decisions in order to get to the amount required for the reduction scenario and the total reduction would require elimination of some of our smaller, non-clinic, programs as well as the elimination of several vacant, and soon to be vacant, positions. While we are still awaiting action by the legislature on the budget bill in the session that is scheduled to end on June 1 we do have some reason for optimism that the cuts won't be as bad as what is proposed in the scenario we submitted. There appears to be agreement by both the administration and the legislature to use CARES act money in the 2021 budget which will offset much of the reductions. If this ends up making its way into the final budget then our reduction will likely be much less significant than feared.
2. **Louisiana Reopening Phase 1**: As everyone knows, last week Governor Edwards announced the first phase of reopening for the state. At this time that will not affect our current plans. Because we can continue to provide most services under our current plans it is prudent to continue it for a bit longer while we wait to see what impact the reopening has on infection rates in our communities. The Governor has stated that there will be an announcement on June 5th on whether the state is ready for the next phase after an evaluation. We will look for that information to determine when our next phase of reopening will be as well.
3. **Legislative Audit**: Our biennial legislative audit has been ongoing for the past several months and it appears there are likely to be two findings for which we will submit our response. The first is a continuing difficulty with getting overtime approvals signed from the residential program. Because it is a 24 hour facility sometimes overtime is unplanned and unavoidable to maintain proper staffing. Because that facility is located in Mandeville there is typically a delay in getting the time sheets to Hammond for signature and some have been signed late by me as a result. I want to clarify that no one received overtime compensation without their supervisor signing off on it but our policy also required a second level of signature and these were the ones that were occasionally delinquent. As of last pay period we have revised our process and now all overtime will be approved locally at the residential facility and then submitted for electronic approval. This process will eliminate the difficulty in having timely signatures on these forms moving forward. The second finding relates to having a large balance of uncollectable bills still maintained on our books. These balances are primarily from prior to 2015 when the agency was using Clinical Advisor as a medical

record. The balances tied to this system are incorrect and uncollectable. The other large portion of the balance is from 2015 and 2016 when ICANotes was being implemented. Again, these balances are incorrect and uncollectable. We were not compliant with our policy of writing off these uncollectable balances and are reworking the policy in order to write them off correctly so the balances will only reflect actual accounts receivable that can be collected.

4. Developmental Disabilities Services Funding: The Developmental Disabilities staff have been working on creative solutions to ensure that the funding we have gets spent where it is most needed as the year comes to a close. There is always a rush to find unspent dollars and redistribute them so that we don't give back funding while someone's needs go unmet. This process was complicated further this year because of the impacts of Covid19. Since there were many things that were funded that were no longer possible to use the funding for in the current fiscal year there were many contract amendments needed to reduce those contracts that wouldn't be fully expended while processing new requests that would not have been funded otherwise. Janise and her team have worked very hard on this project and it appears as though we will be able to spend down all of the money by funding appropriate causes.
5. Developmental Disabilities Services Data Information – Mr. Kramer provided some developmental disabilities services data for February, March, and April 2020 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.
6. 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 February, March, and April 2020.

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

The motion passed unanimously.

Financial Report- May 2020:

Ms. Sibley presented the Financial Report for May 2020 as follows:

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

FPHSA's current FY 2020 budget analysis, as of April 30th 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 will continue to monitor revenues and expenditures closely.

Ms. Pellichino made a motion to accept the financial report as presented; seconded by Ms. Stafford.

The motion passed unanimously.

Board Business

Policy Review

Mr. Kramer presented Policy No. 015- Executive Limits: Compensation and Benefits as an annual review for the board's consideration.

Mr. Lentz made a motion accepting the policy as written; seconded by Ms. Smith.

The motion passed unanimously.

Financial Disclosure Statements

Dr. Metcalf informed the board that the deadline to file annual financial disclosure statements has been extended through June 8, 2020.

Confirmation of the next meeting

It was confirmed that the next meeting of the FPHSA Governing Board is scheduled on Friday, June 26, 2020 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.

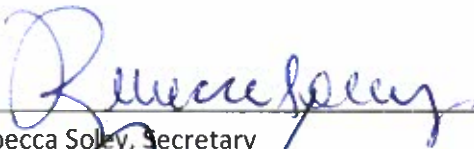
Adjournment

Mr. Lentz made a motion to adjourn the meeting at 10:35 a.m.; seconded by Ms. Pellichino.

The motion passed unanimously.

The meeting was adjourned.

Respectfully Submitted,



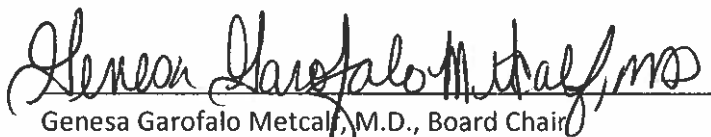
Rebecca Soley, Secretary

6/26/20
Date



Richard J. Kramer, Executive Director

12-1-20
Date



Genesa Garofalo Metcalfe, M.D., Board Chair

10/8/20
Date