

**Florida Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
FPHSA Headquarters
835 Pride Drive, Suite B, Hammond, LA 70401
September 27, 2024**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:30 a.m.

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

Attendees

Governing Board: Brandon Browning; David Duplantier, Timothy Lentz, Genesa Garofalo Metcalf, M.D; Mona Pellichino; and Noble-Bates Young

Absent: Rev. Gary Porter and Carol Stafford

FPHSA Staff/ Guest: Richard Kramer, FPHSA Executive Director; Rebecca Soley, FPHSA Board Secretary; Rachelle Sibley, FPHSA Chief Operating Office

Prayer was offered by Mr. Browning.

Agenda/Consent Agenda

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

Mr. Lentz made a motion to accept the agenda as presented; seconded by Mr. Browning.

The motion passed unanimously.

Excused Absences

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

The motion passed unanimously.

Approval of Minutes

Ms. Young requested that the August 23, 2024 minutes be revised correcting her last name.

Ms. Young then made a motion to adopt the minutes as revised; seconded by Mr. Lentz.

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 following updates for August 2024:

1. **Electronic Health Record Transition Update:** After many months of work, we have finally signed on with Carelogic and have begun the implementation of the new electronic health record. For basically the same monthly price, we expect improved functionality and capability which should aid our staff with providing and documenting services more efficiently, improve our billing and collections processes, better meet regulatory and reporting requirements for both the state and federal governments, and offer management more information with which to make appropriate data informed decisions.
2. **Culture Work:** As a part of our CCHC grant, we have contracted with a firm to do some culture work across the organization. This goal of this work is to assess and improve organizational culture so that staff and clients feel supported and satisfied in their roles. The first step to this process will involve inviting staff who want to share their opinions on the workplace culture to participate in group and/or individual interviews. Board members will also be receiving this invitation so if you have the interest and time to participate your input would be welcome.
3. **Compliance Report FY23-34:** Each year our Director of Quality Assurance, Margaret Cruz, puts together a compliance report to document and analyze trends across the agency as related to compliance issues and critical incidents. Ms. Cruz disseminated the report to each board member and presented her findings to the board. The report provided the following: an overview; critical incident reporting analysis by quarter, site, type, priority CI Category, and Trends; policies and procedures updates; CARF Compliance Update; Major Audits and Surveys (external and internal); PEC and OPC Data; PIPs, CAPs, and PDSAs; Comments, Complaints, and Grievances; and Compliance Goals for FY 2024-2025
4. **Developmental Disabilities Services Data Information:** Mr. Kramer provided some developmental disabilities services data for June, July, and August 2024 on the following information: Systems Entry; Referrals for Crisis Placement; PASRR; Residential Placement Searches; IFS Information including referrals, new requests, individuals/families receiving IFS, the number on the waiting List, and denials; FFF information including those receiving FFF; the number on the waiting list; 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 CMO information including number of referrals, eligible determinations, denials, and appeals.
5. **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 in June, July, and August 2024.

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

The motion passed unanimously.

Financial Report:

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

Ms. Sibley disseminated the Final FY2024 Year-End Report and the FY2024 Escrow Account Report. She indicated that we ended FY24 at a “break even” point in the regular operating budget.

Fiscal Year 2025 (July 1, 2024 through June 30, 2025)

Ms. Sibley indicated that the first financial report for FY 2025 will be available at the October meeting and shared that we wait until after September 30th to complete the first official report so that we have three months to ensure we have a good baseline to calculate the official annual projections.

Fiscal Year 2026 (July 1, 2025 through June 30, 2026)

Ms. Sibley indicated that we are currently working through the process of the FY 2026 budget request. The final request is due in October. The only finding FPHSA is requesting other than regular statewide adjustments (marked-based adjustments, inflation, etc.) includes two capital outlay requests for updates to our Mandeville Behavioral Health Clinic and the site located in Hammond in front of North Oaks Hospital where FPHSA’s Home and Community Based Services are housed. These facilities were built in the 1960s, have had minimal updates, and are in dire need of remodeling. We have sent our requests of support to our legislative delegation for these projects.

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

The motion passed unanimously.

Board Business

Policy Review

Mr. Kramer presented the policies, procedures, and forms outlined below for the board’s annual review.

- 005 Executive Limits- Treatment of Consumers
- 050 Executive Director Performance Evaluation Policy
- 050.1 Executive Director Performance Evaluation Procedure
- Executive Director Performance Review Forms- 050.1.1.; 050.1.2; 050.1.3
- Agency Policy 160 Use of Escrow Funds

Mr. Lentz made a motion approving the policies, procedures, and forms as presented; seconded by Mr. Young.

The motion passed unanimously.

Confirmation of the Next Meeting

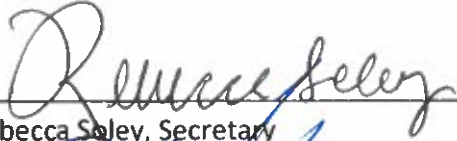
It was confirmed that the next meeting of the FPHSA Governing Board will be on October 25, 2024, at 9:30 a.m. at FPHSA Headquarters.

Adjournment

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

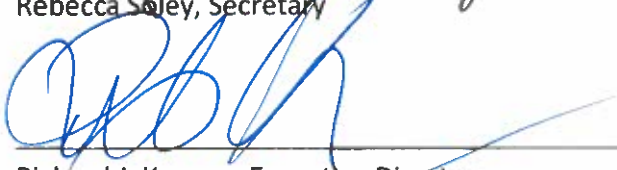
The motion passed unanimously.

Respectfully Submitted,



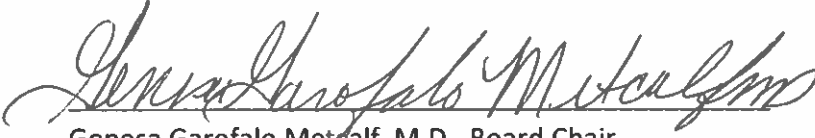
Rebecca Saley, Secretary

10/25/24
Date



Richard J. Kramer, Executive Director

10-25-24
Date



Genesa Garofalo Metzalf, M.D., Board Chair

10/25/24
Date