

**Florida Parishes Human Services Authority
Minutes of the FPHSA Governing Board Meeting
FPHSA Headquarters
835 Pride Drive, Suite B, Hammond, LA 70401
December 6, 2024**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 11:23 a.m.

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

Attendees

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

Absent: Timothy Lentz 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 Rev. Porter.

Agenda/Consent Agenda

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

Rev. Porter made a motion to revise the agenda to add "Purchase Request Approval" under XI. Board Business/Section D; seconded by Ms. Pellichino.

The motion passed unanimously.

Excused Absences

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

The motion passed unanimously.

Approval of Minutes

Ms. Young made a motion adopting the October 25, 2024, minutes as written; seconded by Rev. Porter.

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 December 2024:

1. **New Electronic Health Record Implementation Update:** The work on electronic health record transition is entering the critical build out stages. Overall, all is going well though there are some complications to be worked out that are not unexpected. There are some decisions to be made about how old records from the previous EHR are transitioned. The go live date for the new record is scheduled to be 4/1/25.
2. **Primary Care Partnership Update:** Our long running conversations with the potential primary care partner have reached the point where the remaining questions were answered and both parties are interested in moving forward. A small workgroup will begin meeting later this month to work out the details of the transition to integrate their services into our Hammond clinic some time in 2025 with the goal of expanding to other clinics in the future.
3. **Primary Care Integration Update:** As we move towards that plan for integrating care at FPHSA, the decision was made to terminate the current primary care operation effective 12/31/24. The number of services we were able to provide with the current resources did not justify sustaining it while some of the resources needed to plan for the next phase of primary care integration could be freed up by this decision.
4. **HVAC Repairs:** No sooner had we replaced the HVAC system at our Medical Arts Plaza location, the chillers at the Mandeville location failed. We are in the process of obtaining quotes for repair and/or replacement to determine the best option to move forward.
5. **Veteran Recognition/Appreciation Ceremony:** Today, we are holding our first ever Veteran Recognition and Appreciation Ceremony where FPHSA clients who qualify as veterans will be honored for their service and presented with the Louisiana Veterans Honor Medal by Brigadier General Mike Cushman. The intent is to make this an annual event that we can grow and do nearer to Veterans' Day in the future.
6. **Annual Employee Picnic:** Last month we had our annual employee picnic at Ponchatoula's Vottolo Pavilion. There was good attendance from staff representing all of our locations and a good time of team building was had by all.
7. **Strategic Planning:** Mr. Kramer attached to his report the strategic planning goals for the agency for LDH reporting, as well as FPHSA's internal plan.
8. **Developmental Disabilities Services Data Information:** Mr. Kramer provided some developmental disabilities services data for August, September, and October 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.
9. **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 August, September, and October 2024.

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

The motion passed unanimously.

Financial Report:

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

Ms. Sibley presented FPHSA's first FY2025 budget analysis, as of October 31st, that reflected a projected deficit. She indicated that the Fiscal Department would continue to monitor revenues and expenditures closely, as well as work with the Leadership Team to minimize or eliminate the deficit by fiscal year end. She also provided a copy of the current escrow analysis.

Ms. Young made a motion to accept the Financial Report as presented; seconded by Rev. Porter.

The motion passed unanimously.

Board Business

2024 Officer Terms

The offices of Chair and Vice Chair for Calendar Year 2025 were discussed. Dr. Metcalf opened the floor for officer nominations. The board nominated Dr. Metcalf to continue to serve as Chair and Ms. Stafford continue to serve as Vice Chair in Year 2025.

Ms. Young made a motion appointing Dr. Metcalf as the 2025 Board Chair and Ms. Stafford as the 2025 Board Vice Chair; seconded by Ms. Pellichino.

The motion passed unanimously.

Board Member Updates

Both Mr. Lentz and Dr. Metcalf's board terms expire at the end of December and they are both eligible to serve another term. The respective appointing authorities for each of the parishes they represent are in support of their reappointments and plan to proceed with the steps towards reappointing each of these members for an additional term.

Policy Review

Mr. Kramer presented Policy 010 Executive Limits- Executive Director Succession and Policy 041- Board-Executive Director Linkage for their annual review/consideration.

Ms. Pellichino made a motion approving the policies as presented; seconded by Ms. Young.

The motion passed unanimously.

Purchase Request Approval: HVAC Repair/Replacement at the FPHSA/Mandeville Behavioral Health Clinic

Mr. Kramer presented a purchase request to repair the HVAC system at the FPHSA/Mandeville Behavioral Health Clinic. FPHSA is currently obtaining a quote to repair two chillers that are broken and a quote to replace the entire system which is extremely outdated.

Rev. Porter made a motion approving the purchase request to either repair the chillers or replace the HVAC system; seconded by Ms. Young.

The motion passed unanimously.

Confirmation of the Next Meeting

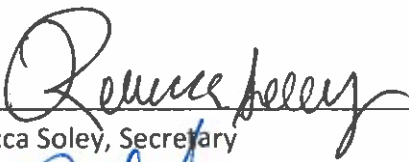
It was confirmed that the next meeting of the FPHSA Governing Board will be on January 17, 2025, at FPHSA Headquarters in Hammond, LA.

Adjournment

Rev. Porter made a motion to adjourn the meeting at 11:56 a.m.; seconded by Ms. Young.

The motion passed unanimously.

Respectfully Submitted,



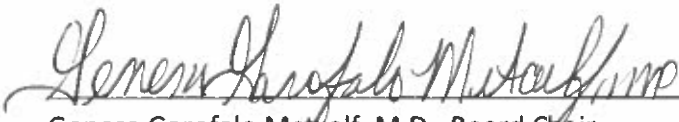
Rebecca Soley, Secretary

1-24-25
Date



Richard J. Kramer, Executive Director

1-17-25
Date



Genesa Garofalo Metcalf, M.D., Board Chair

1/17/25
Date