

**Florida Parishes Human Services Authority  
Minutes of the FPHSA Governing Board Meeting  
FPHSA Headquarters  
835 Pride Drive, Suite B, Hammond, LA 70401  
January 17, 2025**

Dr. Genesa Garofalo Metcalf, Board Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:33 a.m.

Rachelle Sibley conducted a roll call. A quorum was established.

**Attendees**

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

Absent: Carol Stafford

**FPHSA Staff/ Guest:** Richard Kramer, FPHSA Executive Director; Rachelle Sibley, FPHSA Chief Operating Officer; and Angela Tyrone, Community Member

Prayer was offered by Mr. Lentz.

**Agenda/Consent Agenda**

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

Rev. Porter made a motion to adopt the agenda as presented; seconded by Ms. Pellichino.

The motion passed unanimously.

**Swearing-In Ceremony**

Attorney Patrick Coudrain performed the swearing-in ceremony for Dr. Metcalf who was reappointed to serve an additional term representing Tangipahoa Parish. The board also congratulated Mr. Lentz on his re-appointment to serve an additional term representing St. Tammany Parish.

**Excused Absences**

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

The motion passed unanimously.

**Approval of Minutes**

Ms. Pellichino made a motion adopting the December 6, 2024, minutes as written; seconded by Ms. Young .

The motion passed unanimously.

January 17, 2025

## **Public Input**

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

Ms. Tyrone shared a recent experience with the Rosenblum Behavioral Health Clinic. Mr. Kramer plans to meet with Ms. Tyrone for more details.

## **Executive Director Report**

Mr. Kramer presented the following updates for January 2025:

1. **New Electronic Health Record Implementation Update:** Electronic Health Record work has been the main priority of most of the management team for the past month and will be for the coming months as it is such a big project. Work is progressing and we are working through some usual and expected types of complications but currently still on track for an April implementation. Next week many management team members and super users will participate in a two-day training in the new system which will be a big milestone in determining direction for some decisions that still need to be made around the configuration.
2. **Primary Care Partnership Update:** Representatives from our potential primary care partner will visit next week so we can work collaboratively on the logistics of primary care location as well as check in processes and other details. We are targeting approximately 6 months from now for implantation.
3. **ACT421 Reviews:** Our Act 421 reviews, which had fallen behind due to a bottleneck with a lack of nursing time, are getting back on track with some new contracted nursing time as well as a former employee being rehired part time to complete the mandatory nursing assessments required for the program. It is expected that we will be able to clear the backlog within 90 days.
4. **Expanding Mobile Unit Services:** As we look to expand the reach of our mobile unit to provide for access to care for those who don't live near an existing clinic and/or have transportation difficulties we have identified the southern areas of Livingston Parish as our next location and hope to expand services there within the next 45 days.
5. **MAT Bridge Clinic Update:** As of this morning, there has still been no contact draft agreement from St. Tammany Parish regarding the MAT Bridge Clinic planned for the Safe Haven site. I have informed my contact for this project in parish administration and will continue to follow up.
6. **Safe Haven Update:** There were also recent discussions with parish officials, LDH administration, and some state legislators about the future of the Safe Haven project and FPHSA's potential role in it. A brief conversation with the LDH Deputy Secretary yesterday confirmed that this is on their radar and that they will follow up soon.
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 September, October, and November 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 September, October, and November 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 2025 (July 1, 2024 through June 30, 2025)**

Ms. Sibley presented the budget analysis, as of December 31<sup>st</sup>, 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.

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

The motion passed unanimously.

### **Board Business**

#### **Annual Strategic Plan Review**

Mr. Kramer reminded the board that the annual strategic plan is always attached to his Executive Director report. There are no new updates to the 5-year plan that was submitted last year.

#### **Official Journal Selection**

Ms. Pellichino made a motion continuing to use the Hammond Daily Star as the official journal of the authority and next year evaluate distribution and any other printed vehicle to determine if there is better choice; seconded by Mr. Lentz.

The motion passed unanimously.

### **Policy Review**

Mr. Kramer presented the following policies and procedures for the board's consideration:

- Board Policy 001 Executive Limits: Global Executive Constraint
- Board Policy 007 Executive Limits: Asset Protection
- Board Policy 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. Young made a motion approving the policies as presented; seconded by Rev. Porter.

The motion passed unanimously.

**Confirmation of the Next Meeting**

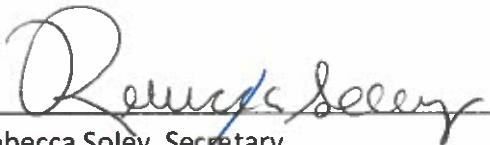
It was confirmed that the next meeting of the FPHSA Governing Board will be on February 28, 2025, at FPHSA Headquarters in Hammond, LA.

**Adjournment**

Mr. Lentz made a motion to adjourn the meeting at 10:30 a.m.; seconded by Ms. Young.

The motion passed unanimously.

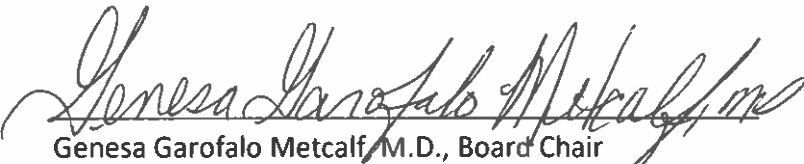
Respectfully Submitted,

  
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Rebecca Soley, Secretary

3/28/25  
Date

  
\_\_\_\_\_  
Richard J. Kramer, Executive Director

3-28-25  
Date

  
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Genesa Garofalo Metcalf, M.D., Board Chair

3/28/25  
Date