

**Florida Parishes Human Services Authority  
Minutes of the FPHSA Governing Board Meeting  
FPHSA Headquarters  
835 Pride Drive, Suite B, Hammond, LA 70401  
May 22, 2026**

Timothy Lentz, Board Vice Chair, called the meeting of the Florida Parishes Human Services Authority (FPHSA) Governing Board to order at 9:37 a.m.

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

**Attendees**

Governing Board: David Duplantier, Byron Hurst, Timothy Lentz; Meagan Possoit; JoBeth Valentino; and Noble-Bates Young

Absent: Deborah Kropog and Genesa Garofalo Metcalf, M.D

**FPHSA Staff/ Guest:** Richard Kramer, FPHSA Executive Director; Rebecca Soley, FPHSA Board Secretary; and Rachelle Sibley, Chief Executive Officer

Prayer was offered by Mr. Lentz.

**Agenda/Consent Agenda**

Mr. Lentz extended an offer for additional agenda items or revisions to the agenda.

Ms. Young made a motion to amending the agenda to add "Board Member Updates" and "Agency Policy 520 Compensation for Extraordinary Qualifications/Credentials" under Section XI: Board Business; seconded by Mr. Duplantier.

The motion passed unanimously.

**Excused Absences**

Ms. Young made a motion excusing the absences of Ms. Kropog and Dr. Metcalf; seconded by Mr. Duplantier.

The motion passed unanimously.

**Approval of Minutes**

Ms. Young made a motion to adopt the March 27, 2026, minutes as written; the motion was 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**

The Executive Director presented the May 2026 report, highlighting organizational progress in strategic planning, operations, and community engagement. Key updates included identification of a potential new administrative facility to address space needs, workforce development efforts, and recent community events such as Employee Enrichment Day and the Developmental Disabilities Summit. Updates were also provided on upcoming accreditation activities, expansion of behavioral health services, potential partnerships with St. Tammany Parish, and continued planning related to Certified Community Behavioral Health Clinic (CCBHC) participation.

Additional discussion included ongoing initiatives to enhance service delivery, expand regional collaboration through a Behavioral Health Task Force, and explore use of technology to improve efficiency.

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

The motion passed unanimously.

### **Financial Report:**

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

Ms. Sibley presented the budget analysis, as of April 30, 2026, that reflected a projected deficit, along with anticipated collections from the agency's self-generated budget. The FY26 Escrow Budget was also shared with the board. 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.

Ms. Young made a motion to accept the financial report as presented; seconded by Mr. Hurst.

The motion passed unanimously.

### **Board Business**

#### **Board Resolution Renewal-Executive Director Signature Authority**

Mr. Kramer presented the resolution for the board to reconsider renewing granting him signature authority for Memorandums of Understandings (MOUs); Cooperative Endeavor Agreements (CEAs); and/or interagency and/or intergovernmental agreements and/or contracts. He reminded the board that the last resolution was signed in 2024 and some organizations are requesting a more recent resolution.

Ms. Young made a motion continuing to approve and authorize Richard J. Kramer, Executive Director, and the FPHSA Administration to enter into the following types of agreements on behalf of FPHSA: Memorandums of Understandings (MOUs); Cooperative Endeavor Agreements (CEAs); and/or interagency and/or intergovernmental agreements and/or contracts as deemed necessary in order to provide and/or enhance service delivery on behalf of FPHSA. By virtue of this board

resolution, it is not required to bring these matters before the Board for approval prior to the signing and/or commitment to these agreements. Mr. Lentz seconded the motion.

The motion passed unanimously.

#### **Use of Escrow Funds**

Mr. Kramer presented a request for the use of escrow funds for the board's consideration to serve as a contingency plan to cover if the agency was presented with a deficit at the end of the fiscal year close.

Ms. Young made a motion approving the use of escrow funds as a contingency plan to prevent an overall deficit situation of appropriated funding needed to continue operations and service provisions through the end of the Fiscal Year 2025-2026; seconded by Mr. Lentz.

The motion passed unanimously.

#### **Lease Approval**

Mr. Kramer reported that a potential new facility has been identified and presented it for Board consideration. He noted that, due to insufficient office space and the addition of new programs, it has become increasingly urgent to secure an additional location to supplement the existing Pride Drive facility.

Ms. Bethel presented a cost comparison analysis of the current Pride Drive lease and two additional properties in Hammond, including the property proposed by Mr. Kramer. Comparative analysis of nearby properties, including St. Tammany Parish, indicated significantly higher costs. It was further noted that the proposed property is largely built out and would require minimal modifications, unlike other options that would necessitate substantial renovations.

The proposed terms include a lease agreement at a rate not to exceed \$17.50 per square foot, plus triple net expenses.

Mr. Lentz made a motion to approve entering into a lease under these terms; seconded by Ms. Young.

The motion passed unanimously.

#### **Board/Agency Policy Review**

Mr. Kramer presented Board Policy 015 "Executive Limits- Compensation and Benefits" for the board's annual review.

Ms. Young made a motion adopting the policy as written; seconded by Mr. Lentz.

The motion passed unanimously.

**Agency Policy Approval**

Mr. Kramer presented the following agency policies for Board review and consideration of revisions: Policy 500 – Equal Employment Opportunity; Policy 540 – Time Administration; and Policy 520 – Compensation for Extraordinary Qualifications/Credentials.

Ms. Young made a motion approving the policies as revised; seconded by Mr. Lentz.

The motion passed unanimously.

**Board Member Terms**

The Board was informed of the resignation of Brandon Browning, representing Livingston Parish, and that a replacement has been identified and is expected to be appointed in the near future.

**Confirmation of the Next Meeting**

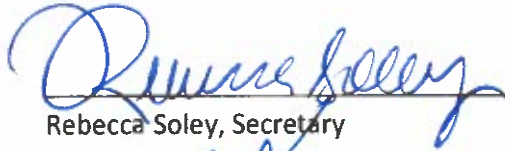
It was confirmed that the next meeting of the FPHSA Governing Board will be June 26, 2026, at FPHSA Headquarters at 9:30 a.m.

**Adjournment**

Ms. Young made a motion to adjourn the meeting at 10:33 a.m.; seconded by Mr. Duplantier.

The motion passed unanimously.

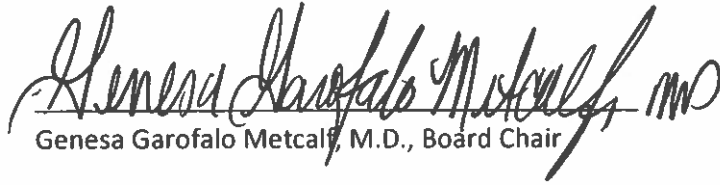
Respectfully Submitted,

  
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Rebecca Soley, Secretary

06/26/26  
Date

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

6-26-26  
Date

  
\_\_\_\_\_  
Genesa Garofalo Metcalfe, M.D., Board Chair

6/26/26  
Date