Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

April 12, 2016 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert, Chairperson was unable to attend this month’s meeting. Susan Dupont, Vice Chairperson called the meeting to order at 5:31pm noting a quorum was present.

1. ROLL CALL
   1. Susan Dupont, appointed by Cameron Parish
   2. Gordon Propst, appointed by Calcasieu Parish
   3. Chris Stewart, appointed by Governor Jindal
   4. Aaron Leboeuf, appointed by Governor Jindal
   5. Betty Cunningham, appointed by Beauregard Parish
   6. Corlissa Hoffoss, appointed by Governor Jindal
   7. Christina Mehal, appointed by Jefferson Davis Parish

Absent: Doug Hebert, appointed by Allen Parish

EXECUTIVE STAFF PRESENT:

1. Paul Duguid, Chief Financial Officer
2. Nikki James, Executive Assistant
3. INTRODUCTION OF GUESTS

Susan welcomed guest and invited them to introduce themselves. See attached sign-in sheet.

1. APPROVAL OF MINUTES

Board members received March minutes prior to the meeting. Susan Dupont entertained a motion to approve March minutes. Corlissa Hoffoss motioned and Chris Steward seconded.

V. APPROVAL OF AGENDA

Susan Dupont entertained a motion to approve the April agenda. Betty Cunningham motioned and Aaron Leboeuf seconded.

VI. BOARD MONITORING

1. Policy Review

* Board Committee Principles

Paul Duguid stated it is time to review the Board Committee Principles to determine if any changes need to be made. Susan Dupont entertained a motion to leave the policy as it is written. Aaron Leboeuf motioned and Corlissa Hoffoss seconded. Board unanimously approved.

1. Board member seat expiration- July- Susan Dupont & Chris Stewart

Paul Duguid stated no action is needed tonight. We are informing the Board of the upcoming seat expirations. Susan and Chris stated they will making recommendations of prospective replacements.

1. Appoint S.W.O.T. subcommittee

Susan advised the Board members that the responsibility of the committee is to compile and review all the survey data submitted by each board member from their parish. Susan reminded members that all responses from the survey are due on May 10, 2016 and the subcommittee would present the results at the July meeting. Aaron Leboeuf, Corlissa Hoffos and Gordon Propst volunteered to serve as the S.W.O. T. subcommittee. Aaron Leboeuf recommended the Board complete and external and internal survey. Susan stated she would be available via phone to assist with questions if needed. Susan Dupont made a motion to nominate Aaron, Corlissa and Gordon as the S.W.O.T. subcommittee. Chris Stewart motioned and Betty Cunningham seconded. Board unanimously approved.

VII. EXECUTIVE DIRECTOR REPORT

1. Compensation & Benefits

Paul Duguid presented the Turnover report that shows the separations and hires that ImCal had during April 2015-April 2016. This report breaks down turnovers in administration, behavioral health and developmental disabilities. The reports shows the count, reason, position and where it is filled/contracted or vacant. Imcal’s total turnover rate is 23% which is a decrease from last year’s 26% rate. Performance adjustments were given this fiscal year and the total cost of the merit increases was $89,527.90.

* Update on SB114

Paul Duguid reminded the Board about the SB114 which would take away the Executive Directors authority to give merit increases. With this bill merit increases would have to be approved by DHH secretary. The SB114 has been amended to require approval from the board.

1. FY16 budget cut to tobacco & gambling funding

Paul Duguid stated ImCal received another cut for FY16. This cut was the uncommitted tobacco & gambling funds have been cut which amounts to a little over $100,000. These funds are the unexpended dollars for tobacco & gambling.

1. FY17 budget reduction exercises

Paul Duguid stated he and Tanya have worked on several budget exercises. Paul reminded Board of the previously discussed 27% and 24% budget exercises. The latest exercises were for 10% ($844,880) and 20% ($1.7million). The latest exercises would affect the following:

* + Reduction of services in Allen Parish to one day per week
  + Eliminate Applied Behavioral Analysis Program in Allen Parish
  + Eliminate Coalition Services Inc. contract
  + Eliminate one contract position (in house Medicaid Application Center)
  + Eliminate Behavioral Health Cash Subsidy program
  + Eliminate 2 waiver positions
  + Reduce funding for individual and family support program to focus on priority levels 1 & 2 (most severe cases).
  + Nepenthe halfway house
  + Pathways- if the budget cut is 20% or higher facility may close completely or a possibility of closing the detox beds.

1. MOU with Matthew 25:40

Imcal has a Memorandum of Understanding (MOU) with Matthew 25:40 for the operation of Nepenthe House that outlines what we are responsible for and what they are responsible for. In the MOU Matthew 23:40 is responsible for HVAC, electrical problems, structural integrity. Currently the HVAC system is not working properly. The system is not cooling well. The approximate cost to repair is $5,000-$10,000. Matthew 25:40’s executive director met with their board and they declined to make the needed repairs and will not be renewing the contract with ImCal HSA. Tanya and Paul will be meeting the contract staff at Nepenthe next week to inform of the facilities closure. They will also discuss discharge procedures for the current clients.

VIII. NEW BUSINESS

No new business presented at this time.

IX. NEXT MEETING --May 10, 2016

X. ADJOURNMENT

Susan Dupont entertained a motion to adjourn the meeting. Chris Stewart motioned and Corlissa Hoffoss seconded.