Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

April 11, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chairperson called the meeting to order at 5:36pm noting that a quorum was present.

II. ROLL CALL

1. Gordon Propst, appointed by Calcasieu Parish
2. Corlissa Hoffoss, appointed by Governor Jindal
3. Scott Morgan, appointed by Allen Parish
4. Christina Mehal, appointed by Jefferson Davis Parish
5. Angela Jouett, appointed by Cameron Parish
6. Diana Hamilton, appointed by Governor Edwards
7. Aaron LeBoeuf, appointed by Governor Jindal

Absent: Betty Cunningham, appointed by Beauregard Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Paul Duguid, Chief Financial Officer
3. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

No guest in attendance

IV. APPROVAL OF MINUTES

Board members received March minutes prior to the meeting. Gordon Propst entertained a motion to approve March minutes. Angela Jouett motioned and Corlissa Hoffoss seconded.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Jefferson Davis Appointment to the agenda after Ethics training for Public Servants. Board unanimously approved to accept the agenda with the added change.

VI. Board Monitoring

1. Ethics training for Public Servants

Nikki James informed the Board of annual requirement to complete a one-hour Ethics training for Public Servants. Nikki will email the training link to the Board and requested a copy of the certificate of completion be sent to her.

1. Updated on Jefferson Davis Appointment

Christina Mehal is currently working to find a replacement for her seat. Christina stated at this time she has one prospective candidate, however, he was not able to attend the meeting. Christina stated she will continue to follow up.

Tanya McGee stated the Board may decide to wait to fill this appointment until we know if Senate Bill #58 is passed. Senate Bill #58 would call for a revamping of how the Board composition is made up. New Legislation would call for more specific representation in areas of law enforcement, criminal justice system and school based facilities or health centers. If the law is passed it would be effective July 1, 2017. Tanya stated she will know the outcome of Senate Bill #58 by June 8, 2017. During this time the Board will continue putting feelers out to the Jefferson Davis area.

It is noted that Board member Diana Hamilton presented to the meeting.

VII. EXECUTIVE DIRECTOR REPORT

1. Compensation & Benefits

Tanya provided the Board with a breakdown of separation from employment in administration, behavioral health and developmental disabilities during April 2016-March 2017. This report shows what the separation was and did/how ImCal filled the vacant position. Tanya stated ImCal lost more professional staff this period. ImCal’s turnover rate is 17% which is a decrease from last year’s 23%. Results for performance evaluations were 63 employees met or exceeded overall expectations and 2 were unrated. Total staff include 65-TO positions, 11- WAE positions and 10-In house professional contractors.

Tanya provided the Board with the fiscal year 17 attrition reduction plan. These funds are from professional counselor positions ImCal was unable to fill. The total attrition for these positions is $395,615. This reduction will not be annualized as ImCal will continue recruitment efforts in FY 18. Tanya stated clinicians are helping throughout the district due to shortage of counselors. Tanya reported clinical employment applications have increased, however, salary requests are much higher.

Tanya stated the Civil Service Compensation plan is outdated as it has not been updated in over 10 years. The Civil Service Commission is looking to do a complete compensation redesign to align better with the public and private market. Civil Service would like to do away with 4% performance adjustment and institute a tier adjustment that would get employees closer to what the public market pays. Governor Edwards will receive the proposal on May 11th. Tanya will provide further information if the proposal is approved.

1. Senate Bill #58

Senator Mills drafted Senate Bill #58 to update the bill that created 5 of the last districts created. The goal of this bill is to strengthen and empower the Boards by expanding their composition and have all the districts under one chapter and law. The bill would mandate representation on the board from the school system, law enforcement and the criminal justice system for the parish representatives. The bill would also give districts the authority to enter into contracts judicial branches and parish jails to be the sole source providers of behavioral health services for specialty courts. Tanya stated there would be several changes to how the Human Services Interagency Council (HSIC) meetings are conducted. This bill has been created with input from executive directors.

1. Capital One Tower

ImCal needed to formulate the lease with Hertz based on other state agencies as to assure ImCal is protected if we needed to terminate our lease due to funding concerns. The lease was redrafted and reviewed by DOA Facility Planning, Office of Risk Management and our attorney. The lease is now being reviewed by Hertz Management. ImCal will have a penalty if the lease is terminated prior to 4 years.

VIII. NEW BUSINESS

No new business presented at this time.

IX. NEXT MEETING—May 9, 2017

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Scott Morgan motioned and Diana Hamilton seconded. Meeting adjourned at 6:28pm.