Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

April 12, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:06pm noting that a quorum was

present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Betty Cunningham, appointed by Governor Edwards

c. Aaron LeBoeuf, appointed by Calcasieu Parish

d. Linda Storer, appointed by Beauregard Parish

e. Bill Sommers, appointed by Governor Edwards

Absent: Kristen Cassidy, appointed by Jefferson Davis Parish

Rita Cole, appointed by Allen Parish

Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Melanie Jackson, Chief Financial Officer

c. James Lewis, Developmental Disability Division Director

b. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUEST

Corlissa Hoffoss acknowledged the guests and allowed them to introduce themselves.

In attendance was Executive Management staff members Melanie Jackson and James Lewis.

IV. APPROVAL OF MINUTES

Board members received March minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve March minutes. Betty Cunningham motioned and Linda Storer seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Corlissa Hoffoss entertained a motion to approve the agenda. Aaron LeBoeuf motioned and Bill Sommers seconded.

VI. BOARD MONITORING

1. Compensation and Benefits

Tanya presented the board with the 2019 Turn Over report from the Human Resources Department. Betty Cunningham asked why the employees decided to separate from ImCal for example position change, increase in salary etc. Tanya went through the positions and explained why each employee resigned. Bill mentioned that a 10% turnover rate is excellent especially in the behavioral health field. Tanya informed the board of a meeting that she and her HR department attended concerning how to reach millennials in the employment industry. Tanya stated her desire is to recruit and retain the next generation of workers. Included in the turnover report is performance ratings. Tanya informed the board that eleven employees had an exceptional performance rating. Recently civil service has allowed ImCal the opportunity to compensate by giving a bonus to the employees with an exceptional rating. She explained that this rating does require documentation and explanation frm the direct supervisor of why the employee is exceptional. Corlissa asked why there are 3 that are unrated. Tanya stated those employees were out on Family Medical Leave Act (FMLA) and didn’t have an opportunity to sit down with their supervisor during the time frame that is set by Civil Service. She did mention that when they return from FMLA they will meet with their supervisor.

1. Board Committee Principles

Tanya reviewed the Board committee principles policy with the board. The last revision was in 2011 and it does not require any formal reports to be submitted. The policy stated that as a board, a subcommittee can be established and the policy sets template for the committee principles. Tanya stated that this is a smaller board and is not used as much but it can be used by the board as needed. Tanya does not recommend any changes to this policy.

VII. EXECUTIVE DIRECTOR REPORT

1. Zobrio Consultation – Fiscal Move Update

Tanya and Melanie attended a meeting with the consultants from Zobrio to go over policies and standard operating procedures (SOP) for the Fiscal department. The plan was originally to wait but Tanya decided to attend the consultation. At the meeting it was decided to proceed with the Fiscal move. Once Zobrio gives the recommendation a software package will be chosen. We are currently looking at going in with two other districts to help reduce costs. Betty Cunningham asked about the accounting processes. She asked if they were already set up and if so will it be plugged into a design program that will already be established. Tanya stated yes, that one component is the accounting leger and the other is payroll. They are moving forward with the account leger but not with the payroll at his time. Tanya stated they are looking at making the move within the next fiscal year. January 2020 is the goal. This move will require annual audits by an outside company that are coordinated through the Legislative Auditors office. Bill asked if this will have any effect on employee’s retirement and benefit packages. Tanya replied no, it will all remain the same and we will still follow the same policies and procedures for Civil Service. Tanya stated that the thing that changes the least is the budget process. It is all still under LDH (Louisiana Dept of Health) for our budget and budget submission, it’s just how we get our money to pay the bills on the back end.

1. Briscoe & Sobering Center Update

Compass Health formerly known as Pathways will not be renewing their contract as of July 1, 2019 due to the growth of the company in their local area. It was currently decided that part of the building would be dedicated to the Sobering Center, but after multiple meetings with the local community it has been decided that the Sobering center will be held at another location. A location has been found, a 3000 square foot building for $1600 monthly. It would be a two-year lease. Executive Management will be pursuing a contractor to operate 30 to 34 inpatient beds and 12-16 transitional housing beds. The decision that Tanya brings to the board is they need to decide if they are going to go out on full RFP (request for proposal) or on a Hybrid RFP. Tanya stated a pre solicitation letter has been sent out to providers across the state for potential applicants. The letter states that we are looking for experienced and qualified providers that are already providing services in Louisiana and are credentialed with the Louisiana Medicaid plans. Once the letters are submitted potential applicants will go through a screening process. The ultimate goal is to not have a break in services. Betty Cunningham asked about the cost verses our budget and Tanya stated that is may reduce the budget based on the services moved to offset the costs. Corlissa asked if RFP is a beneficial process or too much. Aaron stated that Hybrid RFP will be helpful with ImCal’s given timeline. Aaron stated that an RFP helps prevent any kind of nepotism. Tanya stated that a committee will be established to choose the contractor. Corlissa Hoffoss asked for a motion to proceed with the Hybrid RFP. Aaron LeBoeuf mentioned and Linda Storer seconded.

1. 2019 Legislative Session – Proposed Bills

Legislative session has started, Tanya presented a handout to the board of the LA Department of Health (LDH) house bills. Tanya stated what is not on the list is the Developmental Disability provider’s association proposed a rate rebasing as well as a rate restoration. Currently there is a revised statue in place stating that LDH has to do a rate rebasing with nursing homes every two years. They have to go in and do a cost benefit analysis with the current nursing home provider. Majority of the time it’s an increase in the rate. The Developmental Disability provider association wants the state to do the same with DD (Developmental Disability) facilities. There is also a rate restoration bill that proves that the rates are lower than what is current and this proposes that the rates be raised back up to current standards. Over the year’s rates have been reduced even though costs have gone up, and we have lost DD providers due to the low rates. Another bill we are tracking is HB1, which is the bill that holds the governors executive budget. The name has been changed to HB 105.

VIII. NEW BUSINESS – Tanya informed the board that the July meeting will have to be changed because the meeting date is currently July 4th. She also informed that Judge Wyatt will be coming May 2nd.

IX. NEXT MEETING – May 2, 2019

X. ADJOURNMENT – 1:12pm