Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

February 14, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chairperson called the meeting to order at 5:30 pm noting that a quorum was present.

II. ROLL CALL

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

Absent: Betty Cunningham, appointed by Beauregard Parish

 Aaron LeBeouf, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

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

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed guests and invited them to introduce themselves. See attached sign-in sheet.

IV. APPROVAL OF MINUTES

Board members received January minutes prior to the meeting. Gordon Propst entertained a motion to approve the January minutes. Corlissa Hoffoss motioned and Christina Mehal seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the February agenda. Corlissa Hoffoss motioned and Diana Hamilton seconded.

VI. Board Monitoring

1. Solicit comments on ED performance

Gordon Propst opened the floor for Board members to comment on Tanya’s performance. The following comments were made:

* Angela Jouett stated she is very impressed with Tanya’s performance.
* Christina Mehal stated she is very comfortable with working with Tanya and Paul.
* Gordon Propst briefly discussed creation of the Board and stated Tanya is doing an excellent job. Gordon also stated how pleased he is with the communication & teamwork between Developmental Disabilities and Behavioral Health.
* Corlissa Hoffoss stated she is proud to be on the Board. Corlissa stated she appreciates the clear communication from Tanya and Paul.
* Scott Morgan stated he appreciates how Tanya and Paul aggressively work with state office regarding the budget.

Tanya thanked the Board for their comments and reminded them to complete the three question evaluation form and return it at the March board meeting. This form is the beginning process of evaluating Tanya’s overall performance.

VII. EXECUTIVE DIRECTOR REPORT

1. Treatment of Consumers

Tanya McGee reviewed the treatment of consumer’s policy in the governance manual. Tanya stated OBH sends a team to Lake Charles Behavioral Health Clinic to complete the C’est Bon survey with clients. ImCal received the following report card:

* Access to services—B
* Appropriateness of services—A
* Outcome from receiving services—B
* Participation in treatment—A
* 94% of clients said they would continue to come to ImCal for services
* 94% of clients said they would recommend ImCal to a friend

Developmental Disability (DD) clients completed a survey that is kept in the front lobby. One hundred percent of the clients who completed the survey stated ImCal staff was courteous, informative, helpful, prompt and efficient. The board was provided a copy of the results of both surveys.

1. Financial Condition & Activities

Paul Duguid reviewed the expenditure analysis summary which shows revenue coming in, including the various means of financing, state general fund, interagency transfer funds, self-generated revenue, as well as expenditures through December 2016. Paul stated ImCal was appropriated $8,119,197 for the fiscal year in state general funds. In September we had a budget reduction of $59,369 which was funding for Human Capital Management. This program has ended. We had a mid-year cut of approximately $31,000 for FY16 deficit. Our block grant dollars total $2,004,741 which ImCal provides the services and are reimbursed. Our targeted self-generated fund dollars is $1,091,337. Paul states he is still monitoring how Medicaid reimbursement will affect our self-generated revenue. Paul stated total means of financing is $11,574,981 which is based on projections. It is anticipated ImCal will draw down at least $11,000,000 of that amount. Paul also reviewed expenditures by cost center that breaks down in detail what the expenditures are by location.

1. Governor plan to cover FY17 deficit

Tanya states the governor has proposed a plan to stabilize the budget. In this plan ImCal would be cut $243,858. This would come from three vacant positions not filled in the past year. We currently have 84 TO positions assigned to us and have 67 of those filled. Another piece of the governor’s plan is to use money from the rainy day fund. Tanya states things may change if the governor’s plan is not approved during legislative special session.

VIII. NEW BUSINESS

 No new business to present at this time.

IX. NEXT MEETING- March 14, 2017

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Christina Mehal motioned and Angela Jouett seconded. Meeting adjourned at 6:25pm.