Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

January 21, 2014, 5:30 – 7:30 PM

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Minutes

1. CALL TO ORDER

Doug Hebert called meeting to order at 5:40pm.

1. ROLL CALL

Board members in attendance. Patty Farris came in after roll call.

* 1. Doug Hebert, Jr., appointed by Allen parish
  2. Clarence “Chris” Stewart, appointed by Governor Jindal
  3. Sandy Gay, appointed by Calcasieu Parish
  4. Shawn Sabelhaus, appointed by Governor Jindal
  5. Patricia Farris, appointed by Beauregard Parish
  6. Susan Dupont, appointed by Cameron Parish

Absent: David Palay, appointed by Governor Jindal

Christina Mehal, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Alayna Patterson, Executive Assistant

c. Paul Duguid, CFO

III. INTRODUCTION OF GUESTS

Doug Hebert welcomed guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

The December minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

The January agenda was approved unanimously as written.

VI. MONITORING

1. Policy Review

* *Prioritized Strategic Initiatives for coming year*

This is board business rather than a Policy. It consists of two components. (1) The issue is scheduled for December under “Policy review within Monitoring: **ImCal HSA Strategic Plan, Selected Initiatives.”** This is considered to be the five year plan established by the Board in accordance with the Division of Administration and budget submission. (2) In the month of January, the Board is scheduled to identify the strategies of focus for the coming year.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations

* Financial Planning/Budgeting

*Financial planning for any fiscal year or the remaining of any fiscal year shall not deviate materially from the board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.*

The Board received an Operational Plan Form handout. This is the budget submitted for FY15 which is also part of House Bill 1 to be presented to the Legislature Friday, January 24, 2014. The ImCal HSA ENDS statement is included as Agency Mission and Agency Goals. The document includes a description of the three main program activities that exist within ImCal: Administration, Behavioral Health, and Developmental Disabilities. It also includes a breakdown of the funds associated within each program.

Paul Duguid explained the breakdown of budget and the budget document in detail. The document provided a breakdown of the types of expenditures associated with each “unit” or “facility” within ImCal HSA. He further explained that the document has been expanded to include revenue forecasting. Fiscal staff is working with DHH, Medicaid and the Billing Unit to generate those numbers. Paul requested that instead of monthly expenditure reports, he be allowed to provide a report in July and December with the level of detail the board has requested. The board decided to take time to review the request before making a decision.

Tanya clarified that the costs shown for Briscoe are for maintenance and utilities, not for the provision of services. All services are paid through the contract budget.

1. Pharmacy Services

In terms of cost-saving measures, Tanya announced that plans are in motion to privatize the Pharmacy. She presented the Board with a letter she submitted to Civil Service requesting to proceed with privatization process.

Tanya provided a bit of history regarding Pharmacy services: In-house Pharmacy services once existed within the clinic with two pharmacists and other staff support. In 2011, the Office of Behavioral Health decided to centralize Pharmacy services and contracted with a private entity. That resulted in the closure of the clinic fully-operational Pharmacy and the lay-off of the clinic’s Pharmacists. All meds for the indigent population are not filled out of a centralized Pharmacy in Shreveport, Louisiana. While this centralization did provide cost savings, it also caused larger issues when clients did not receive their meds in a timely manner.

ImCal HSA is in process of contracting with Quality of Life (QoL) to begin an on-site Pharmacy within the LCBHC (Lake Charles). Tanya assured these new services will allow prescriptions to be filled for Lake Charles clients on same day as doctor visit and delivered to BBHC (Beauregard) & ABHC (Allen) within 24-48 hours, instead of 3 to 14 days which is current method.

1. Contract Season

ImCal will now be handling all of their own contracts. This is the time of year when to deal with contract proposals with providers. Tanya will update the Board regarding any changes in contracts. There are two contracts that will be bid-out. Briscoe In-patient Unit and a Children/Youth Services contract are currently contracted with Education Treatment Council (ETC). Since there is a possibility of new requirements regarding retirement, the district is looking at contracting all WEA positions.

VIII. NEW BUSINESS

Rusty provided the Board with a chart explaining the Board Time Management in the Policy Governance Mastery. Rusty suggested the Board have a copy of “The Governance Coach”, Vol 4- Future Focus Agendas. Doug Hebert entertained motion to have ImCal direct staff order eight books of this title. Sandy Gay moved and Patti Farris seconded. The Board voted unanimously for the motion.

IX. BOARD EVALUATION

Present Board members completed the following two Executive Limitations Form: **Financial Planning/Budgeting** and **Prioritized Strategic Initiatives for coming year** following the meeting and submitted to Executive Assistant, Alayna Patterson.

X. NEXT MEETING – February 18, 2014

Phase III Assessment is scheduled for March 18th. Board members are to meet one hour prior to the regular monthly meeting time.

XI. ADJOURNMENT

Doug Hebert entertained motion to adjourn meeting at 7:00pm. Chris Stewart motioned, Shawn Sabelhaus seconded. The Board voted unanimously for the

motion.