Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

June 14, 2016 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Susan Dupont, Acting Chairperson was unable to attend this month’s meeting. Chris Stewart, Secretary, called the meeting to order at 5:30 pm noting a quorum was present.

1. ROLL CALL
	1. Gordon Propst, appointed by Calcasieu Parish
	2. Chris Stewart, appointed by Governor Jindal
	3. Betty Cunningham, appointed by Beauregard Parish
	4. Aaron LeBoeuf, appointed by Governor Jindal
	5. Corlissa Hoffoss, appointed by Governor Jindal

Absent: Christina Mehal, appointed by Jefferson Davis Parish

 Susan Dupont, appointed by Cameron Parish

1. INTRODUCTION OF GUESTS

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

1. APPROVAL OF MINUTES

Board members received May minutes prior to the meeting. Chris Stewart entertained a motion to approve May minutes. Gordon Propst motioned and Corlissa Hoffoss seconded. May minutes were unanimously approved.

1. APPROVAL OF AGENDA

Chris Stewart entertained a motion to approve the June agenda. Betty Cunningham motioned and Aaron LeBoeuf seconded. Agenda unanimously approved.

VI. BOARD MONITORING

1. Policy Review
* Agenda Planning

Tanya stated this policy pertains to when the Board reviews their policies throughout the year. Tanya states she does not have any recommendations for changing this policy. Tanya reminded the Board that last year changes were made to some of the policies to be reviewed every 3yrs instead of annually. Board members agreed to leave the agenda planning policy as is.

* Cost of Governance

Tanya informed the Board the cost of governance includes mileage for board members totaling $1105.17 and cost for David Britt who conducted the board training that totaled $750.00. The total cost of governance for FY16 is $1855.17.

* Vote for Officers

Tanya reminded the Board that Doug Hebert resigned from his position and that Susan Dupont and Chris Stewart have terms which expire in July. The remaining board members are Gordon Propst, Aaron LeBoeuf, Christina Mehal, Corlissa Hoffoss and Betty Cunningham. The Board members reviewed the responsibilities of each office which includes: chair, vice chair, secretary and treasurer. Tanya informed the Board that according to the By-Laws the process for selecting officers is for the chair to open the floor for nominations.

The Board began the process to vote for officers and Chris Stewart opened the floor for nominations in order by Chairperson, Vice- Chairperson, Treasurer and Secretary.

Betty Cunningham nominated Gordon Propst to serve as ImCal HSA Board Chairperson. The Board unanimously approved the nomination.

Aaron LeBoeuf nominated Corlissa Hoffoss to serve as ImCal HSA Board Vice –Chairperson. The Board unanimously approved the nomination.

Gordon Propst nominated Betty Cunningham to serve as ImCal HSA Board Secretary. The Board unanimously approved the nomination.

The Board agreed for Aaron LeBoeuf to continue serving his elected office as Treasurer. Betty Cunningham nominated Aaron LeBoeuf to serve as ImCal HSA Board Treasurer. The Board unanimously approved the nomination.

* Executive Session to discuss ED merit

Prior to entering Executive session, Tanya informed the Board that if a merit increase is granted to her that she will deny the increase in pay. For FY 17, Civil Service has disallowed pay increases for classified civil servants. This means Tanya will not be able to grant merit increases to ImCal staff. Tanya stated it is up to the Board whether they want to go into Executive Session. Gordon Propst asked if a merit increase for the Executive Director can be reviewed at another date if the fiscal environment of the state improves. Tanya informed him that as an unclassified civil servant, they can adjust her salary at any time during the year. Corlissa Hoffoss stated she would like to go into Executive Session so the Board decision would be documented in the records.

Chris Stewart entertained a motion to enter into Executive Session to discuss ED merit. Corlissa Hoffoss motioned and Aaron LeBoeuf seconded. Tanya McGee, Nikki James and guests excused themselves from the meeting at this time.

The open meeting reconvened. Chris Stewart entertained a motion to come out of Executive session. Betty Cunningham motioned and Gordon Prospt seconded. Corlissa Hoffos stated the Board recognizes Tanya’s outstanding service and excellent performance as Executive Director. The Board agrees that a merit increase is well deserved, however, considering the current budget crisis the Board would be remised to offer any specific salary increase. The Board also appreciates Tanya’s position on not accepting an increase if she in unable to grant an increase to her staff. The Board unanimously approved this decision.

The Board requested a report to show salary information on Executive Directors in the states and Tanya’s salary information since becoming Executive Director. Nikki James will get this report and submit it to the Board via email.

1. Stakeholder Input- S.W.O.T. analysis

Aaron LeBoeuf states he is currently working on a spreadsheet to show the data received from the survey and will send this information to Gordon Propst and Corlissa Hoffoss. Aaron, Gordon and Corlissa will be prepared to report on the data for the July meeting.

Tanya and Betty Cunningham will be attending meetings in Beauregard with the Beauregard police jury and the district attorney. Those meetings may produce a few more surveys to add to the analysis.

1. Potential board replacements
* Allen Parish

The decision regarding Scott Morgan’s appointment to the ImCal Board will be heard at the next LA Board of Ethics meeting on July 15, 2016. Tanya will notify the Board once a determination is made.

Tanya would like to make a recommendation that we move the July meeting back one week to July 19, 2016. At this time we would know the Board of Ethics decision regarding Mr. Morgan’s appointment. The Board unanimously agreed to move the meeting to July 19th.

* Cameron Parish

Susan Dupont has recommended 2 names to the Cameron Police Jury. A decision should be made prior to the next Board meeting. Nikki James will follow up with Cameron Parish Police Jury.

* Governor Appointee

Tanya states this position is Chris Stewart’s position and she reviewed Act 373 to review the Governor Appointee requirements. Chris Stewart’s replacement has to have experience in the field in addictive disorders, developmental disabilities, mental health or public health.

Tanya states we currently have 2 people interested in being a member of the Board who are present today. Tanya introduced Delores Cornett and Jenifer Myers.

Chris Stewart invited Ms. Cornett and Ms. Myers to provide a brief bio about themselves. Tanya suggested Board go into executive session at the end of the meeting to discuss Governor Appointee recommendation. Board members agreed.

1. EXECUTIVE DIRECTOR REPORT
2. CARF survey

Tanya states the CARF survey was held June 6-8, 2016. Tanya reports the process is challenging because ImCal had to go back and meet standards as Imperial Calcasieu. Over the past few years Imperial Calcasieu has changed many policies as they were policies under DHH. Tanya stated our compliance officer Sheryl Meek did an outstanding job preparing ImCal for CARF.

Tanya reports ImCal had an administrative surveyor and a program surveyor which included interviews with staff, clients, and stakeholders. ImCal will receive an official letter from CARF in approximately 4-6 weeks, however, we are fully expecting another 3 year accreditation. ImCal did receive 11 recommendations and some of them were having an official schedule to annually review our policies, not having an official risk management plan and consistently documenting an annual review of rights of persons served. Overall ImCal did very well.

1. Legislative Update

Legislative session closed and now special session is going on. Tanya is still monitoring HB1. Tanya informed the Board that Department of Health and Hospitals (DHH) is now the Louisiana Department of Health (LDH). Tanya states at this time ImCal is expecting a 5% cut in the budget, however, things can change. Tanya will notify the Board as soon as ImCal receives the final appropriation for FY17.

1. Prescriber RFP

Tanya states ImCal has been working with Hayes Consulting & Therapeutics with recruitment of APRNS and a new psychiatrist who currently does telemed and flies to Lake Charles for onsite services once a month. With entering a new fiscal year the Hayes Consulting contract would be over $500,000. ImCal published a request for proposals (RFP) to get bids in order to see if other staffing agencies could offer same services. ImCal received 2 proposals, one from Hayes Consulting & Therapeutics and one from Genoa who currently has a pharmacy contract with ImCal.

ImCal formed a review board with the executive management team to review the proposals and scoring them accordingly. A decision should be made this week. Tanya is requesting approval from the Board to enter into prescriber services contract with the winner of the bid which will cost a little over $600,000. Gordon motioned to give Tanya to approve the prescriber contract. Aaron LeBoeuf seconded. The Board unanimously approved.

Chris Stewart stated he was concerned that ImCal did not attempt to keep a few beds with the closing of Nepenthe. Tanya stated the issue was not having a facility. Tanya stated she will bring the concerns to the executive management team. Tanya stated it was a difficult decision as ImCal did not want to close Nepenthe.

Chris Stewart called for the Board to go into executive session regarding the candidates for the Board. Nikki James and guests excused themselves from the meeting.

The open meeting reconvened. Chris Stewart entertained a motion to come out of Executive session. Betty Cunningham motioned and Gordon Prospt seconded. Chris Stewart announced the Board has decided on Delores Cornett as the nominee to the governor for the board. Tanya McGee will inform the candidates and will submit a letter to the Governor’s office.

1. NEW BUSINESS

No new business presented at this time.

IX. NEXT MEETING --July 19, 2016

X. ADJOURNMENT

Chris Stewart entertained a motion to adjourn the meeting. Gordon Propst motioned and Corlissa Hoffoss seconded. Meeting adjourned at 7:30 pm.