Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

March 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. Scott Morgan, appointed by Allen Parish
4. Aaron LeBeouf, appointed by Governor Jindal
5. Betty Cunningham, appointed by Beauregard Parish

Absent: Christina Mehal, appointed by Jefferson Davis Parish

 Diana Hamilton, appointed by Governor Edwards

 Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

No guest was present at the meeting.

IV. APPROVAL OF MINUTES

Board members received February minutes prior to the meeting. Gordon Propst entertained a motion to approve the February minutes. Aaron LeBeouf motioned and Corlissa Hoffoss seconded.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the March agenda. Betty Cunningham motioned and Corlissa Hoffoss seconded.

VI. Board Monitoring

1. Board member seat expiration- July- Christina Mehal

Gordon Propst announced Christina Mehal seat expires in July. Ms. Mehal has served two terms. Tanya McGee encouraged board members to inform ImCal if they have any prospects for the Jefferson Davis Parish. If we have no prospects a letter will be sent to Jefferson Davis Police Jury to appoint someone.

1. Board members Financial Disclosure Statement

Gordon Propst informed the Board the Financial Disclosure Statements are due on or before May 15, 2017. Gordon advised the Board to complete the disclosure statement, bring it to the April meeting and Nikki James will mail them to the State Board of Ethics.

 Betty Cunningham wanted to know if Board members are required by the state to take an ethics orientation. Nikki James will contact the Board of Ethics to get information.

1. Collect comments on ED performance

Gordon Prospt reminded the Board the evaluation forms are due today. Board members submitted their forms.

VII. EXECUTIVE DIRECTOR REPORT

1. Result of Special Session

Tanya McGee reminded the Board of the Legislative special session that was held February 13th thru February 23rd. This session was to close the gap on the deficit for FY 17. HB3 was proposed by Representative Henry and passed. ImCal received a mid-year cut of $321,261. ImCal used the following unexpended funds for the cut:

* Vacant position- DHH Program Monitor DD ($92,887 SGF reduction)
* Vacant position-Social Service Counselor 4B- AD Services ($77,698 SGF Reduction)
* Vacant position- Social Services Counselor 3- BH Division ($73,273 SGF Reduction)
* Genoa, a QoL-Tele-psychiatry Contract- ($77,403)

Tanya reports the new Legislative session will begin later this month for FY18. Tanya reports the entire $321,261 cut will not be annualized. ImCal gave up two of the above vacant positions to be annualized which totals approximately $160,000.

1. LDH Legislative Package

Tanya McGee reviewed the Legislative package issued by LDH. Tanya reports the following bill proposals may effect ImCal.

* Provider Licensing Fee Bill-proposed to raise the $600 fee by $100 per year for 4 years. ImCal was able to license all the facilities under the main license at Lake Charles Behavioral Health Clinic.
* Title 28 Terminology Clean-up bill- Revised statute ImCal follows to provide mental health and addiction services. ImCal is working very closely with OBH to clean up old language. Ensuring all programs listed are current, regions are changed to show districts, updating changes with Medicaid etc.
1. Capital One Tower Lease

Tanya McGee informed the Board the need for ImCal to move from the 5th Ave location to a better facility. Tanya briefly discussed the concerns with remaining in this location such as poor maintenance, roofing problems, flooding on 5th and pest control. This move would include administrative and developmental disabilities staff.

Tanya provided the Board with a list of several vacant offices researched by ImCal staff. The current price range for office space in the Lake Charles area is $17-$24 per square feet and most facilities will charge ImCal for all expenses and build out.

ImCal is currently utilizing 13,000 square feet and is responsible for alarm service, janitorial, entergy, pest control and Xerox expenses. Our annual expenses are $216,185.

Capital One Tower has proposed the following lease terms for a 15-year lease and no charge to ImCal for the build out:

**Year 1 - 5**  - $18.00/ft = $23,830.50/mo. (increase of $5,815.60)

**Year 6 -10** - $18.50/ft = $24,492.45/mo. (increase of $6,476.60)

**Year 11-15 -** $19.00/ft = $25,154.40/mo (increase of $7,138.60)

Tanya reports this lease includes utilities, pest control, trash removal, cleaning services, elevator maintenance, grounds maintenance, repairs & maintenance associated with air conditioning, plumbing, electrical and access systems.

Beginning annual cost is $285,972.00. Tanya is requesting approval to enter into a lease with Capital One as approval is needed for anything over $250,000.

With the fluctuation of the budget some of the Board members were concerned with having a get out clause. Tanya reports ImCal’s attorney is currently reviewing the lease and working Capital One’s attorney’s to ensure ImCal is protected.

Scott Morgan motioned to approve Tanya moving forward with leasing with Capital One contingent upon approval by our attorney. Betty Cunningham seconded. Board unanimously approved.

VIII. NEW BUSINESS

Senator Mills from the Acadiana area has invited all executive directors to the Senate Office for an informal discussion about what potential legislation he could write to strengthen and empower the local governing authorities. Tanya will report the results of that discussion at the next board meeting.

IX. NEXT MEETING- April 11, 2016

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Scott Morgan motioned and Betty Cunningham seconded. Meeting adjourned at 6:45pm.