Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

October 11, 2016 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Gordon Propst, Chair, called the meeting to order at 5:32pm noting a quorum was present.

1. ROLL CALL
   1. Gordon Propst, appointed by Calcasieu Parish
   2. Betty Cunningham, appointed by Beauregard Parish
   3. Scott Morgan, appointed by Allen Parish
   4. Christina Mehal, appointed by Jefferson Davis Parish
   5. Angela Jouett, appointed by Cameron Parish
   6. Aaron LeBoeuf, appointed by Governor Jindal

Absent: Corlissa Hoffoss, appointed by Governor Jindal

Diana Hamilton, appointed by Governor Edwards

EXECTIVE STAFF PRESENT

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

No guest in attendance.

1. APPROVAL OF MINUTES

Board members received September minutes prior to the meeting. Gordon Propst entertained a motion to approve September minutes. Betty Cunningham motioned and Angela Jouett approved. Minutes were unanimously approved.

1. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the October agenda. Scott Morgan motioned and Aaron LeBoeuf seconded.

VI. BOARD MONITORING

1. S.W.O.T. & next steps

Tanya reminded the Board of the request to gather percentages on the responses from the analysis. Tanya stated that with the responses it was difficult to get a percentage. Nikki James reviewed the responses and highlighted the responses mentioned in the majority of the responses. The responses were as follows:

* **Strengths**- Services Needed
* **Weaknesses**- Community Awareness
* **Opportunities**- Increasing Public Awareness and Properly educating the patients and/or caregiver of the realistic expectations of programs and services, along with pathways to understanding how to maximize their use
* **Threats**- State Funding

The next step would be what the Board wants to do the data. Tanya stated the inaugural Board created the ENDS statement based on responses by the community in 2013. Based on the information received from the stakeholders during the process this year, the current ENDS statement is still applicable and relevant to the work of the Authority. In response to this, the board and ImCal staff will proceed with enhancement of community outreach and education of ImCal services. Scott Morgan made a recommendation for Board members to try to attend some of the resource fairs and do more for community awareness. Tanya also stated that if any Board members identify a fair or community event that ImCal should participate with to contact us.

It is noted that Board member Christina Mehal presented to the meeting.

Paul Duguid reminded the Board that ImCal staff cannot publicly advocate for our funding within the legislative process (we educate and inform) but encouraged the Board to attend these events and advocate for what is needed in our community. Tanya suggested trying to contact legislatures outside of session time.

Gordon Propst stated he would like to get both the BH advisory council and the DD advisory council to organize with area representatives and senators to inform them of the services afford and the limitations of services due to funding. One example given was a breakfast. Tanya will look further into the feasibility of this.

VII. EXECUTIVE DIRECTOR REPORT

1. Treatment of Staff

Tanya reviewed the treatment of staff policy from the governance manual. Tanya reports no employee grievances in the past year. Tanya reviewed the results of the employee survey given to staff earlier this year. Tanya states 67% of ImCal staff completed the survey. Board members were provided a summary of the results. Overall the survey results were positive, however, we identified a few areas for improvement, for example the need to disseminate information better from management. Tanya reports she is having a supervisor/managers meeting this month, visiting the facilities more and conducting quarterly meetings to provide updates to all staff. IT issues were brought up on the survey. In response, several new computers were purchased for staff who needed updated software.

1. FY17 Budget Submission

Paul Duguid reviewed the budget request summary for FY 17-18 with the Board. Paul stated the total existing operating budget is $11,634,350 which includes the following:

* State funds- $8,119,197
* I.A.T. - $2,004,741
* Federal - $419,075
* Fees & Self-generated funds- $1,091,337

Paul reports a nonrecurring adjustment for Human Capital Management Reduction of $59,369. The total continuation request is $11,688,280. The budget request will be submitted to LDH to start the process for FY 17-18.

c. Update on RFSR project

Tanya reminded the Board that we are involved in a Cooperative Endeavor Agreement with LDH, OCDD and ImCal to screen over 14,000 people on the waiting list for the New Opportunities Waiver (NOW). Tanya reports 1,024 of those are in our district. Tanya reports 8 staff from OCDD will go out and complete a Screening for Urgency of Need (SUN) with each individual. Tanya provided the Board with a copy of the letter to be mailed out to those on the waiver list. The goal of this project is to obtain information to inform future legislative request for waiver funding by LDH, and to ensure that individuals are getting the service needed. Tanya reports ImCal will be able to bill the state per assessment. The screenings must be completed by May 30, 2017.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING -- November 15, 2016

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting at 6:57pm.

Betty Cunningham motioned and Christina Mehal seconded.