Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

September 6, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:09pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Betty Cunningham, appointed by Governor Edwards

c. Kristen Cassidy, appointed by Jefferson Davis Parish

d. Corlissa Hoffoss, appointed by Governor Jindal

e. Linda Storer, appointed by Beauregard Parish

Absent: Angela Jouett, appointed by Cameron Parish

Aaron LeBoeuf, appointed by Calcasieu Parish

Scott Morgan, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed our new board member Mrs. Linda Storer. Ms. Storer was appointed by the Beauregard Parish and is a retired Special Education teacher. Gordon Propst announced no guest were present.

IV. APPROVAL OF MINUTES

Board members received August minutes prior to the meeting. Gordon Propst entertained a motion to approve August minutes. Betty Cunningham motioned and Corlissa Hoffoss seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the agenda. Linda Storer motioned and Kristen Cassidy seconded.

VI. BOARD MONITORING

a. Global Gov. Commitment

Tanya McGee stated this policy explains the purpose of the board which is to achieve results consistent with our mission, maintain consistency with the approved ImCal HSA strategic plan, be fiscally responsive and avoid unacceptable risk and situations. No revisions to the global governance commitment were recommended at this time.

b. Governance Style

Tanya McGee stated this policy explains how the board governs as a collective group. The board governs with an emphasis on outward vision rather than internal preoccupation which means the board looks at overarching goals. The board reviewed the policy and have no recommendations for changes at this time.

c. Ends Statement

Tanya McGee stated this statement serves as the mission of our authority. The board reviewed this statement and have no recommendations for changes at this time.

Betty Cunningham asked if a board member recommends someone for treatment would they get a follow up report on the referral? Tanya McGee explained that due to confidentiality no information can be given on a client without written consent from the client.

VII. EXECUTIVE DIRECTOR REPORT

a. Move to fiscal agent

Tanya reminded the board that ImCal received approval from the Commissioner to become its own fiscal agent. This would allow ImCal to cut its own checks to vendors and better track payments for reporting purposes. Tanya stated that two other districts are currently their own fiscal agent. After meeting with LDH it was decided that the target date is January 1, 2020. Paul Duguid stated this is a positive move for the agency, however, it will be a lot of work. Paul stated most of the challenges will be on the expenditure side and a significant portion will be in human resources as we will be taking over our own payroll functions. We will also have some issues on the budgetary side.

Tanya stated LDH is supportive of ImCal becoming its own fiscal agent. Tanya and Paul are scheduling on site visits with Jefferson Parish and Metropolitan District to see what systems they are currently using. We will be requesting additional funding for new positions and new software programs. Paul Duguid is working on the budget for FY20.

b. LDH Contract

Tanya reminded the board the ImCal has a contract with LDH to provide services. Imcal is on an extension of last year’s contract. Now that all the districts are established the current contract does not reflect legislative changes. LDH created a new contract and after reviewing it all the districts pulled together to voice their overarching concerns with the contract. The new contract is too prescriptive in terms of how we’re going to staff ourselves and how we’re going to conform to some of their policies. The executive management team (EMT) reviewed their areas and provided feedback and the Executive Directors of the districts also discussed their concerns. Tanya sent the contract to our attorney who also indicated some of the same concerns. With the number of concerns brought forth by the districts we will continue working off of last year’s contract. We have an extension until the end of the year. A meeting will be scheduled in Baton Rouge to discuss the issues and hopefully reach a compromise.

c. Public Health

Tanya stated under the legislation that created us the LGE’s oversee mental health, substance abuse and developmental disability service and also allows for a potential to oversee public health services (health units). It also exempts what we can’t do under public health such as environmental services. ImCal is interested in potentially taking over public health services and having the conversations within the departments. ImCal would be the first district to oversee public health services. Tanya stated this is only in the conversation and brain storming phase. Tanya stated she will keep the board updated on any future discussions.

VIII. NEW BUSINESS

Tanya regretfully reported that ImCal’s Human Resource Director has submitted her resignation. HR is currently preparing for a civil service audit and she has graciously committed to stay until after the audit. We will be posting the position and Nikki will send the posting to the board.

Corlissa Hoffoss asked for an update on the Sulphur clinic. Tanya stated we were in negotiations with a contractor, however, once we discussed the additions we would need the cost was approximately $150,000. Paul Duguid stated he has requested an itemized list to see what the charges were for and has not received the list. Due to the substantial cost, ImCal will continue looking in Sulphur and is open to leasing or buying a facilty.

IX. NEXT MEETING—October 4, 2018

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Linda Storer seconded. Meeting adjourned at 1:10pm.