Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

September 12, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:01pm noting that a quorum was

present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Bill Sommers, appointed by Governor Edwards

c. Aaron LeBoeuf, appointed by Calcasieu Parish

d. Rita Cole, appointed by Allen Parish

e. Linda Storer, appointed by Beauregard Parish

Absent:

Betty Cunningham, appointed by Governor Edwards

Angela Jouett, appointed by Cameron Parish

Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Deputy Director

c. Melanie Jackson, Chief Financial Officer

d. James Lewis, Developmental Disabilities Division Director

III. INTRODUCTION OF GUEST

Corlissa Hoffoss announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received August minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve August minutes. Linda Storer motioned and Leboeuf seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add ImCal Resource App under New Business to the agenda. Corlissa Hoffoss entertained a motion to approve the agenda with additions. Rita Cole motioned and Linda Storer seconded.

VI. BOARD MONITORING

a. Global Government Commitment

Tanya McGee reviewed the policy with the board. This policy identifies the areas that talk about the purpose and focus of the board. The purpose of the board is to achieve the appropriate results consistent with the ImCal HSA strategic plan. Tanya stated she does not have any recommendations for change at this time. She did inform the board that staff are working on a change in formatting of the Board Governance Manual to look like ImCal HSA Policy and Procedures.

b. Governance Style

This policy refers to how the board acts as a body instead of individually. It also refers

to how the Board looks at outward vision opposed to inward preoccupation. It states

the board is made up of a collective group which have different and diverse

viewpoints. Tanya stated she does not have any recommendations for change at this

time.

c. Board Job Description

This reviews the responsibilities of board members and insures job performance based

on the Board Job Description. The Board establishes a link with authority in the

community. The Board produces a written governance policy with Ends Statements,

and Executive Limitations. Board members can serve two 3-year terms. They are an

accountable collective, and have authority over the Executive Director by making sure

all policies and procedures are met. Tanya stated she does not have any

recommendations for change at this time.

d. Ends Statement

Tanya informed the board that the Ends Statement was adopted at ImCal’s inception.

The overall mission is to serve the people of the five parish area that have mental

health, substance abuse or developmental disability issues. It also states that ImCal has

a governing board. It states the four priorities, individuals with acute illness,

individuals with chronic illness, youth and families, and collaboration with individuals

in the community. Tanya stated she does not have any recommendations for change at

this time.

VII. EXECUTIVE DIRECTOR REPORT

a. Financial Condition and Activities

Tanya provided the board with a hand out for the Fiscal Year 18/19 final Revenue and

Expenditure Analysis. In the past, most of the reporting was based on projected

spending instead of the actuals. Melanie reformatted the report in order to provide a

clearer picture of ImCal’s financial condition. This report focuses on actuals in lieu of

projections, breaks down various grants and self-generated funds, and reports revenue

and expenditures per quarter. Tanya reviewed the report in greater detail. ImCal

received over $8 million dollars in State General Funds (SGF) last Fiscal year. Tanya

reviewed the draw down of funding through the various grants including Mental

Health Block grant (MHBG) and ImHealthy Grant. The ImHealthy grant will be

ending this current fiscal year so we will reallocate MHBG funding to cover the

current funding. The largest Interagency Transfer (IAT) is the Substance Abuse Block

grant at $1.2 million. SAPT funds were drawn down to the last dollar. Melanie and

Tanya have reviewed purchasing policy and procedures to determine the appropriate

coding is used. Majority of the grants from last year were extended into the new Fiscal

year. The State Opioid Response (SOR) grant that will be used for the Sobering and

Engagement Center. This last fiscal year ImCal self-generated funds brought in more

than the target so ImCal will add $357,577 to the Escrow account. Melanie Jackson

reviewed the escrow account with the board, she explained this acts as a savings

account for ImCal and can be used to fund other projects or unexpected costs.

b. Financial Planning & Budgeting

Tanya explained that they are currently in budget preparation season for next Fiscal

Year – FY20/21. Tanya explained that ImCal will see a reduction in SGF in the budget

because the Division of Administration pulled five vacant positions and their

associated funding. There was a reduction in IAT funds due the end of the ImHealthy

grant. Even though there is a reduction in funds, there will not be a reduction in

services. Due to ImCal’s improvements to drawing down available grant funding,

ImCal is projected to have approximately $1.4 million for potential new programming

for next year. Tanya asked the board for their input on new programs/services. She

presented a few ideas from Executive Management Team. After some discussion, it

was decided to investigate further the feasibility to start or add on to an adolescent

residential program for substance abuse services, expand BH service provision into

Cameron Parish, and/or implement new Applied Behavioral Analysis (ABA) services.

The board gave Tanya their permission to move forward on these topics.

c. Legislative Audit

Tanya informed the Board of the article that was published by the American Press. The

article contained information about the results from the ImCal’s Legislative Audit.

Tanya informed the board that she will go over this in detail at the next meeting but

she wanted to make the board aware that the audit has been completed and the

findings. All board members are in agreeance with this.

e. Transitional Housing Program - City of LC

Tanya and her team met with city officials regarding the transitional housing program.

She received word from Nick Hunter, Mayor of Lake Charles informing that the city

will be moving forward with Educational Treatment Council (ETC) on this project.

They would also like ImCal to work with ETC and be a part of this new program.

ImCal will not own the home, but will work with ETC to help link the residents to

needed services. Tanya also informed that ImCal has been invited to be on a Prisoner

Reentry Program Steering committee with former Mayor of Lake Charles, Randy

Roach ImCal and the Steering Committee are looking to partner with Odyssey House

LA (OHL) for transitional housing specifically dedicated to the Prison Reentry

Program.

f. Sobering and Engagement Center Update

Tanya informed the board that they are looking to fund this with State Opioid Response

grant (SOR). After discussions with city officials, Tanya and her team have gone back

to the original plan to use the old detox rooms at Briscoe to house the Sobering and

Engagement Center. Odyssey House LA has experience in running these types of

programs. ImCal is currently waiting on a proposal from OHL for the Sobering and

Engagement Center and they will move forward from there. OHL has already had an

architect come in and have found that beds can be increased, it doesn’t have to be one

level of care, it can be several.

VIII. NEW BUSINESS

a. ImCal Resource App

Tanya informed the board that the ImCal Resource App has been completed and is

ready for distribution. She showed the board how to download the app and search for

services. She also asked them to share this with community.

IX. NEXT MEETING - October 3, 2019

X. ADJOURNMENT – Corliss Hoffoss entertained a motion to adjourn the meeting.

Aaron Leboeuf motioned and Linda Storer seconded. Meeting adjourned at 1:06pm.