Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

December 6, 2018

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AGENDA

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:07pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Betty Cunningham, appointed by Governor Edwards

d. Aaron LeBoeuf, appointed by Calcasieu Parish

g. Angela Jouett, appointed by Cameron Parish

h. Linda Storer, appointed by Beauregard Parish

Absent: All board members present. Allen Parish seat currently vacant.

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Jenny Mills, Behavioral Health Division Director

d. James Lewis, Developmental Disabilities Division Director

e. Kristen Arville, Executive Assistant

f. Nikki James, HR Analyst

III. INTRODUCTION OF GUESTS

Tanya McGee introduced Rita Cole Director of Behavioral Health at Allen Parish

Hospital as a guest.

IV. APPROVAL OF MINUTES

Gordon Propst entertained a motion to approve the November minutes. Betty

Cunningham motioned and Corlissa Hoffoss seconded. Minutes were unanimously

approved.

V. APPROVAL OF AGENDA

Gordon Propst made a request to add Executive Session and Allen Parish

Appointment under board monitoring. Linda Storer approved to amend the agenda and

Angela Jouett seconded.

VI. BOARD MONITORING

EXECUTIVE SESSION

1. Gordon requested that the Imperial Calcasieu Board members along with Tanya McGee go into executive session. All other visitors excused themselves from the meeting at this time.

The open meeting reconvened. Chair Gordon Propst announced that he is resigning from the board effective immediately and Corlissa Hoffoss under the bylaws will become the chair until the next voting of officers takes place in July. Gordon Propst thanked everyone and remained as a guest during the meeting. Corlissa Hoffoss motioned to accept Gordon Propst resignation and Betty Cunningham seconded. Tanya McGee stated that they will be looking to fill Gordon Propst position which is a Governor Appointee.

Tanya McGee reminded the board of the vacant Allen Parish seat. Tanya McGee announced that Rita Cole has been appointed as the Allen Parish representative and we are currently waiting on official documentation from Allen Parish Police Jury. Rita explained that she has experience in mental health, addictions, and developmental disabilities and has worked in the medical field for 15 years.

VII. EXECUTIVE DIRECTOR REPORT

1. Asset Protection

Tanya McGee introduced asset protection by reading the policy from the board manual. The FY 17/18 Property Asset report was provided to all board members. Tanya stated that there will be no changes to the policy at this time. Tanya shared the new expenses, mainly the new phone system that was installed in the administration building and clinics. Tanya explained that the new system provided easier access for callers to reach their destination. A system is still needed in the Allen, Jennings and Sulphur clinics. Total assets came to $472,000. With the current year’s depreciation Imperial Calcasieu is at $456,277 in terms of the value of the property.

1. Sobering Center

Tanya McGee reviewed the State Targeted Response (STR) and State Opioid Response Grant (SOR) that have been received for the opioid crisis. Tanya stated that she and Jenny Mills recently attended a meeting in Baton Rouge regarding the implementation of the SOR Grant. Under the STR grant Narcan kits have been given out to Beauregard Parish Sheriff’s office, McNeese Police Department and Jennings Police Department. Tanya has received approval from Mayor Nick Hunter to provide the kits to Lake Charles Fire Department and Lake Charles Police Department. They have purchased more kits and are dispensing to outside resources. Tanya stated that under the SOR Grant they are wanting to see a facility that can be used to help people in times of crisis in lieu of jail. After meeting with community leaders, all agree in the opening of a Sobering Center. The goal of the center would be to provide law enforcement with a place to bring individuals who may be intoxicated to a facility to sober up and attempt to engage them in further treatment. It will be modeled after a similar facility in San Antonio. The current plan is to use Briscoe, a state building that is currently being contracted to Compass Health to provide substance abuse inpatient residential services. After a walk through was done of the 46 bed unit, it was determined that with little construction, a wing could be walled off with its own entrance. It will house the sobering center, and also have two smaller offices. On site ImCal would hire a peer support individual, security officer and a medical professional. Betty Cunningham expressed concern for transportation issues for law enforcement agencies that would be bringing individuals from other parishes. Tanya responded that this would start as a pilot in Calcasieu parish with the intent of potential expansion to other parishes. After further discussion, the board agreed with the concept and Tanya will be moving forward with plans to open the sobering center.

1. Sulphur Clinic

Tanya McGee stated that the lease for the Sulphur Clinic has been signed for December 1, 2018. Renovations have been done to all specifications. We are currently purchasing furniture for the building, identifying staff for the clinic and getting licenses and inspections completed. Looking for a February or March opening.

1. Deputy Director Position

With ImCal’s amazing growth these last few years, Tanya has decided to hire a Deputy Director to help her ensure that we are effectively dedicating the time and energy into fulfilling our mission to the best of our ability. When we were created as a Local Governing Entity (LGE), ImCal was authorized two constitutional unclassified positions which were intended for the appointment of an Executive Director and a Deputy Director. At that time, only Tanya’s position was filled. Tanya had discussions with the executive management and appointed Jenny Mills as deputy director effective December 17th. The board agreed with this appointment.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING--January 3, 2019

X. ADJOURNMENT

Meeting adjourned at 1:15pm.