Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Ste 2000

Lake Charles, Louisiana 70629

February 1, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:08pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Calcasieu Parish

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Betty Cunningham, appointed by Beauregard Parish

d. Aaron LeBoeuf, appointed by Governor Jindal

e. Scott Morgan, appointed by Allen Parish

f. Angela Jouett, appointed by Cameron Parish

Absent: Kristen Cassidy, appointed by Jefferson Davis 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 announced no guest were present.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the February agenda. Scott Morgan motioned and Angela Jouett seconded.

VI. BOARD MONITORING

a. Solicit comments on ED performance

Nikki James informed the board that it’s time to complete a performance evaluation on Tanya McGee. The board was provided a copy of the form to be completed by each members and submitted at the March meeting. Nikki James will also email an electronic version of the form to the board.

b. Update on Board Appointments

Tanya McGee reminded the board we have two members whose terms are expiring in March and that once terms expire we need to adhere to the new legislation for board appointments. With Diana Hamilton’s vacancy we have made the formal request to the Governor to appoint Gordon Propst to fill the vacant seat. The second formal request made was to Calcasieu Parish Police Jury (CPPJ) to appoint Aaron LeBoeuf to fill the parish vacancy that will be left by Gordon Propst. ImCal was informed by CPPJ that our request will be on their March agenda.

VII. EXECUTIVE DIRECTOR REPORT

a. Treatment of Consumers

Tanya McGee reviewed the treatment of consumer’s policy in the governance manual. Tanya stated the Office of Behavioral Health (OBH) sent a team to our clinics in Lake Charles, Allen and Beauregard to complete the C’est Bon survey with clients. The areas looked at are access, appropriateness, outcome, participation and general satisfaction. Overall Tanya is pleased with the reports. Based on the survey over 90% of the clients stated they would continue to receive services with ImCal and would recommend our clinics to their friends.

Development Disability (DD) clients completed a survey that is kept in the front lobby and clients can complete surveys. DD has no negative responses and 100% of the clients stated ImCal staff was courteous, informative, helpful, prompt and efficient. Tanya reports receiving no formal grievances from clients regarding ImCal staff.

b. Financial Condition & Activities

Paul Duguid reviewed the monthly funds and expenditures analysis summary report as well as the FY17 YTD expenditures by cost center report. Paul briefly reviewed each cost center ImCal currently has. Paul stated our total budget is $11,100,470 and we are projected to spend $10,952,583. To date our expenses are at approximately $4,000,000 of state general funds. Betty Cunningham asked if we are able to carry over unexpended funds from one budget year to the next. Paul informed her that we are not allowed to carry over any funds except for revenue generated over our expected target, however, those additional funds must go in an escrow account and cannot be utilized until the next fiscal year. Corlissa Hoffoss asked if the AD cost center is because some grants are specific to addictive disorders. Paul stated the cost center is a subset of what the total expenditures related to addictive orders would be. Paul stated at some point the AD category may be removed and reports showing how we are expending the block grant funds related to addictive and co-occurring disorders will be created. Tanya stated we are mandated to document our SAPT funding and it is helping for ImCal to look at the expenses from a programmatic standpoint when making clinic/fiscal decisions.

c. Sulphur Behavioral Health Clinic

Tanya McGee reported that the Sulphur lease has been approved. The office space is located in Sulphur next to the Ford Dealership. Tanya stated that there are few changes needed to be done to the building. The goal is to open early spring and the clinic will be open 3 days a week. We will be using current staff from our Lake Charles clinic and hiring additional admin staff for the front desk. Our Jeff Davis clinic is open 2 days a week so ImCal is looking to have one manager run the Sulphur and Jeff Davis clinic. We are also looking to expand our ImHealthy services to the Sulphur clinic.

Tanya stated ImCal is trying to determine what to name the new clinic. Two suggestions were Sulphur BHC or West Cal Cam BHC. There is concern about the latter being associated erroneously to West Cal Cam Hospital. Paul Duguid suggested we should name all of our clinics Imperial Calcasieu for a branding perspective and keeps us all under one umbrella and helps get the public familiar with Imperial Calcasieu. We would keep the current clinic names for internal purposes. The board was in favor of this idea.

d. Mardi Gras Community Dance

Tanya informed the board that DD holds 4 community activities every year with the biggest event being the Mardi Gras Community Dance. The dance is held at the Civic Center free of charge and we have sponsors/donors to help. A king and queen are crowned, there is photo booth and a meal is provided. This year we had approximately 600 individuals in attendance. ImCal will being sending email invitations to our board members.

e. FY19 Fiscal Cliff

Tanya McGee stated the governor has presented his budget for FY19 and by law he has to proposed a balanced budget to legislators for approval. There is a penny sales tax that is scheduled to end July 1, 2018. If the tax ends, then there is a 2.4 billion- dollar short fall that is being called the fiscal cliff. This would result in ending the Children’s Choice Waiver, Pediatric Daycare which serves children with special needs, addiction services thru Medicaid, Supports Waiver and mental health rehab. The governor may call for a special session that would begin on February 15th prior to the regular session. Tanya will keep the board informed.

VIII. NEW BUSINESS

Scott Morgan learned that during the office closure during inclement weather last month that state offices were closed, however, Imperial Calcasieu was open. Scott wanted to know what is the liability for Imperial Calcasieu. Tanya informed the board that Imperial Calcasieu worked two ½ days due to the inclement weather based on the local agencies and conversations with division directors. Historically if the Commissioner closed state offices and employees went to work they were paid overtime. She reminded that board of the letter received by the general council stating the we are not a state agency. Tanya contacted our attorney who had a discussion with the attorneys with Civil Services, LDH and DOA. All attorneys agreed that the Commissioner does not have the authority to close the districts. Only the agency head has the authority to close the district office and if the agency stays open employees do not receive overtime. Tanya informed that board that after discussion with the executive management team ImCal is going to base office closure decisions off of what the local authorities are doing. Tanya also advised the board that ImCal does have special leave for staff to request who are not able to get work. Paul Duguid stated there is no liability on Imperial Calcasieu.

IX. NEXT MEETING- March 1, 2018

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Corlissa Hoffoss seconded. Meeting adjourned at