Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

January 3, 2019

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AGENDA

I. CALL TO ORDER

Betty Cunningham served as chair and called the meeting to order

at 12:00pm noting that a quorum was present.

II. ROLL CALL

a. Betty Cunningham, appointed by Governor Edwards

b. Aaron LeBoeuf, appointed by Calcasieu Parish

c. Kristen Cassidy, appointed by Jefferson Davis Parish

d. Linda Storer, appointed by Beauregard Parish

Absent: Corlissa Hoffoss, appointed by Governor Jindal

Angela Jouett, appointed by Cameron Parish

Rita Cole, appointed by Allen Parish

\*NOTE: 3rd Governor Appointee seat currently vacant

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Deputy Director

c. Paul Duguid, Chief Financial Officer

d. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

Betty Cunningham acknowledged the guests and allowed them to introduce themselves.

In attendance was Elaine Harmon who is a board member of Families Helping Families.

Betty Cunningham also introduced executive mamangemnt staff that were in attendance.

IV. APPROVAL OF MINUTES

Betty Cunningham entertained a motion to approve the December minutes. Linda Storer

motioned and Aaron LeBoeuf seconded. Minutes were unanimously

approved.

V. APPROVAL OF AGENDA

Betty Cunningham entertained a motion to approve the January agenda. Tanya McGee

made a request to add filling Gordon Propst vacant position of governor appointee under

board monitoring. Linda Storer approved to amend the agenda and Aaron LeBoeuf

seconded.

VI. BOARD MONITORING

1. Filling vacant Governor Appointee Position

Tanya McGee announced that during last month’s board meeting, Gordon Propst

submitted his resignation and it was received by the governor’s office. It is now up

to the board to recommend a replacement to the governor’s office. Gordon’s position

was a parent, consumer or advocate in the field of mental health. Tanya stated that an

email will be sent out to all staff, board members and community stakeholders

announcing the vacancy of the seat. She encouraged members to recommend anyone

they feel would be an asset to the board.

VII. EXECUTIVE DIRECTOR REPORT

1. Financial Planning and Budgeting

The Financial Planning and Budgeting policy in the Board Governance Manual was

reviewed. Tanya reported the FY 19/20 budget request was submitted in late October

to LDH. The budget recap document was given to all board members for review.

Tanya reminded the board that this is a request and not the final FY 19/20 budget.

This is the first step in the budget approval process. Paul Duguid reviewed the recap

document and explained the numbers for the existing operating budget that serves as a

baseline for the other adjustments that will be made. He discussed the categories to

which the inflation rate is applied, such as travel, operating services, medical, and

pharmacy which totals $131,249. He reviewed the compulsory adjustments required

by Civil Service related to salary based adjustments, market rate adjustments, wages

and associated benefits, as well as the legislative auditor fee. Compulsory adjustments

totaled an increase of $667,814. Other adjustments include an increase of $208,663 to

self-generated revenue to align to with projected targets. Workload adjustments

include a request of additional $445,000 and four TO positions to cover costs and

staffing associated with becoming our own fiscal agent. Requesting additional budget

authority of $392,523 for Opioid grants through OBH. There is an additional $7,320

in adjustments due to Office of Behavioral Health (OBH) still paying for some of the

phone lines, which will need to be transferred over. Overall, the budget request for FY

19/20 includes an increase of $1,767010, which is 15.1% more than FY 18/19 budget.

Betty asked how we get the self-generated funds and Paul replied through billing from

our OBH clinics such as outpatient services that are charged to the client or their

insurance. Tanya reminded the board that all of the funds brought in excess of our

SGR is put into an escrow account, but we can’t spend it until after the fiscal year is

done. By increasing authority in SGR, can spend funds down during fiscal year if

needed. Betty asked if we can carry any money over into new fiscal year. Paul

explained that legislatively we are not allowed to carry money from year to year. The

only way is the escrow account, and that’s only if you exceed your revenue target.

1. Update on Sobering & Engagement Center

Tanya updated the board on the potential opening of the Sobering and Engagement Center. Since the last meeting, Tanya and Jenny Mills have attended more community meetings. They met with Bryan Beam, Calcasieu Parish Administrator and John DeRosier, Calcasieu Parish DA. The sobering center will be opened up initially in Calcasieu Parish at the Briscoe treatment center. Plan is to utilize wing of Briscoe Treatment Center. The goal of the Sobering and Engagement center is to have a place where law enforcement can bring individuals that need to sober up instead of bringing them to jail. The Sobering Center can help divert individuals from jail, and engage them in treatment. The goal is after two years of piloting this program, to be able to show the community how much money has been saved and how many individuals have been helped instead of being incarcerated. After the data has been collected and evaluated, community stakeholders determine investment opportunity and its longevity and potential expansion of services. Meetings are still needed with Lake Charles Police Department and the Calcasieu Parish Sheriff’s office. A call has been scheduled with OBH to inform and finalize the memorandum of understanding (MOU).

1. Status on becoming own Fiscal Agent

Tanya updated the board on the status of Imcal becoming its own Fiscal Agent. They are working with the consulting company, Zobrio. They will be coming for three days in February observe our practices, and see what our needs are. They will also be setting up a proposal for the services that they can offer Imcal. Capital Area HSD and Florida Parishes HSA will also be using the same timeline as Imcal and they will work in conjunction with us. The proposed date of moving all accounting processes will be the start of the fiscal year, July 2019. January 1, 2020 is the target date for moving over payroll.

1. ImCal Employee of the Year

ImCal HSA Employee of the year (EOY) recognition program was started two years

ago. EOY has been chosen by the Executive Management team, but now the Imcal HSA Board will review and score nominees. Nominees will be sent to HR to make sure they meet the minimum qualifications. The nominations will then be given to the board for rating. Ratings will be scored on Job Performance, Teamwork and Initiative. After the board rates all of the applicants HR will tally up the score and notify of the employee that was selected. Tanya also mentioned that she thinks it’s a good way for the board to get to know Imcal employees and their attributes. The board agreed to the trial run of selecting this year’s 2018 employee of the year.

VIII. NEW BUSINESS

IX. NEXT MEETING – February 7, 2019

X. ADJOURNMENT

Meeting adjourned at 12:40pm.