Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

July 11, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chairperson called the meeting to order at 5:31pm noting that a quorum was not present.

II. ROLL CALL

a. Gordon Propst, appointed by Calcasieu Parish

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Aaron LeBoeuf, appointed by Governor Jindal

d. Betty Cunningham, appointed by Beauregard Parish

e. Angela Jouett, appointed by Cameron Parish

f. Christina Mehal, appointed by Jefferson Davis Parish

Absent: Diana Hamilton, appointed by Governor Edwards

Scott Morgan, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed James Lewis, Division Director for Developmental Disabilities.

It is noted that Board member Corlissa Hoffoss presented to the meeting and a quorum is present.

IV. APPROVAL OF MINUTES

Board members received May minutes prior to the meeting. Gordon Propst entertained a motion to approve the May minutes. Corlissa Hoffoss motioned and Angela Jouett seconded.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the July agenda. Aaron LeBoeuf motioned and Betty Cunningham seconded.

VI. Board Monitoring

1. Agenda Planning

Tanya McGee reports the agenda year works on the fiscal year of June to July. Tanya reminded the board that all agenda policies are in the back of the policy manual and is organized by policy type or month. Tanya states she does not have any recommendation for changing this policy. Board members agreed to leave the policy as is.

1. Cost of Governance

Tanya informed the Board the cost of governance is board expenses such as travel expenses and trainings. The cost of governance for FY 17 is $842.01 for travel expenses.

1. Vote for Officers

Gordon Propst reviewed the current slate of officers and they are:

Gordon Prospt- Chairperson

Corlissa Hoffoss- Vice Chair

Aaron LeBoeuf- Treasurer

Betty Cunningham- Secretary

Betty Cunningham motioned to re-elect the current officers by acclamation and Corlissa Hoffoss seconded.

1. Jeff Davis Appointment

Tanya reminded the Board that Christina Mehal’s seat expires this month. Prior to replacing Ms. Mehal the Board was waiting for the passing of Senate Bill #58 by the Legislators. Tanya stated the bill has passed and will go directly into her director’s report for Senate Bill #58 to determine the specific requirements needed for our Jefferson Davis appointment. Board unanimously approved and will come back to the agenda item Executive Session to discuss ED merit.

VII. EXECUTIVE DIRECTOR REPORT

1. Final passage of Senate Bill #58 & HB1

Tanya reminded the Board that Senate Bill #58 consolidated all the districts under one chapter of law, clarified what board members need to be trained on, what orientation is needed for members and Board composition. Senate Bill #58 was signed by the governor and is now ACT 73. ACT 73 requires the following board composition for ImCal:

1. One member with professional expertise in the field of mental health.
2. One member with professional expertise in the field of addictive disorders.
3. One member with professional expertise in the field of developmental disabilities.
4. One member with professional expertise in finance, accounting, business enterprise, or auditing.
5. One member who represents either the judiciary, with particular emphasis on specialty courts; or law enforcement, school-based healthcare, public health, or the coroner’s office based on the needs of the parishes.
6. One member who is a parent, consumer, or advocate in the field of mental health appointed by the governor.
7. One member who is a parent, consumer, or advocate in the field of addictive disorders appointed by the governor.
8. One member who is a parent, consumer, or advocate in the field of developmental disabilities appointed by the governor.

The Board reviewed the composition to determine what criteria our current members fall under and to determine the future needs of the board. ImCal must comply with the new board composition by January 18, 2018.

It is noted that Board member Christina Mehal presented to the meeting.

Gordon Propst stated, due to Aaron LeBoeuf needing to leave the meeting shortly that the Board move to ED merit discussion at this time and come back to current discussion. Board unanimously agreed.

Executive Session to discuss ED merit

Prior to entering into Executive session, Tanya stated due to the new Civil Service plan all classified civil servants will receive market adjustments in January 2018 and July 2018. Tanya provided the Board with information on ED salaries/credentials across the state. Tanya answered a few questions regarding the ED salary report and her years of experience.

Gordon Propst entertained a motion to enter into Executive Session to discuss ED merit. Betty Cunningham motion and Corlissa Hoffoss seconded. Tanya McGee, Nikki James and guest excused themselves from the meeting at this time.

The open meeting reconvened. Gordon Propst entertained a motion to come out of Executive Session. Angela Jouett motioned and Aaron LeBoeuf seconded. Corlissa Hoffoss stated the Board agrees that Tanya has done a wonderful job and is well deserving of an increase. The Board has decided on a 10% increase and noted that Tanya’s last merit increase was October 2015. Gordon Propst entertained a motion to approve a 10% salary increase with corresponding related benefits beginning the first pay period in August. Corlissa Hoffoss motioned and Christina Mehal seconded. The pay period begins Monday, July 31, 2017. Tanya McGee accepted the pay increase and expressed her appreciation of the Board.

It is noted that Board member Aaron LeBoeuf left the meeting at this time.

The Board went back to the discussion regarding the Jefferson Davis Parish appointment. After further discussion on the Board composition it has been decided to have Tanya draft a letter to the Jefferson Davis Police Jury to request a representative that has professional expertise in the field of addictive disorders and/or mental health. Tanya stated that the Board could also consider having Board meetings during lunch as it may be difficult for members to attend an after hour meeting coming from other parishes. Gordon Propst has requested to add to next month’s agenda to discuss the board meeting schedule.

The Board went back to the discussion regarding Senate Bill #58 and HB1. Tanya stated ACT 73 requires the board be briefed by the executive director on 19 items listed in the ACT annually. Tanya stated many of these items are already being discussed annually. Tanya suggested any items not currently being discussed can be added to one meeting during the year and discussed as an annual board education meeting. Board members agreed with this suggestion. Tanya informed the Board that 9% of the state general fund dollars has been earmarked for ACT 378. ImCal is already meeting this requirement. Tanya reported that if our budget is cut then the 9% is taken out of the new budget and not the appropriated budget.

Tanya presented House Bill 1- Fiscal year 2017-18 budget. The existing budget as of 12/01/16 was as follows:

* $8,059,828- Self generated funds
* $2,004,741- IAT (block grant dollars)
* $1,091,337- Fees & SGR
* $419,075- Federal funds (Federal Grant)
* $11,574,981- Total

ImCal receives a budget adjustment in state general fund of $546,092 due to attrition and Medicaid Expansion dollars. We are starting off with $7, 513,736 in appropriated funds for FY18. We received an increase in our IAT dollars of $84,198. ImCal’s total appropriated funds for FY18 is $11,093,961. Tanya stated the Board will receive a full break down of FY18 budget in the August meeting.

1. Global Executive Constraint- Legislative Audit

The Legislative Audit is conducted every two years where the auditors come in and review all account payables and receivables. Tanya stated ImCal received two findings from the audit. The first finding was Inadequate Bank Reconciliation. The auditors reviewed all of the policies and procedures regarding accounts receivable including a review of denied claims, bank reconciliations and clearing house billing. ImCal is doing well with finding the discrepancies and informing the billing department, however, we did not have a follow up procedure to ensure the discrepancies are corrected. ImCal has implemented a procedure to adequately follow up to ensure all discrepancies are cleared.

The second finding was Inadequate Controls over Accounts Receivable. Tanya stated we must have certain controls in place so that the same person does not receive and deposit funds. ImCal has a billing department separate from the Accounts Receivable staff. Tanya stated an issue was the departments were not aware of the processes for each other. ImCal created a Revenue Cycle Management process that includes all of the billing unit and the accounts receivable unit where every was educated on the processes and procedures of the units. Together the departments created mechanism to work together have checks and balances for their departments. ImCal did well with the audits of our property, budget tracking and internal billing audits.

Civil Service Compensation Redesign

Tanya reports Civil Service pay scale has not been adjusted in over 10 years for all classified civil servants. The current scale falls up to 20% less than the public market. The Civil Service Commission is adjusting the pay scale and the redesign was signed off by Governor Edwards on June 26, 2017. The redesign will be market adjustment instead of performance adjustment. The goal is that staff’s midpoint salary falls in line with the public market.

On January 1, 2018 all classified civil servants will receive a 2% pay adjustment and on January 2, 2018 the pay scale will shift. Anyone whose salary is below the minimum of the new pay scale will receive a pay increase to the new minimum. In July staff will receive a market adjustment as long as they do not receive a needs improvement on their PES. The percentage will be between 2-4% depending on where their salary falls on the new pay scale. Tanya reports ImCal is looking at approximately $200,000 more in salary cost by the end of FY18. Tanya reports receiving the approval to put in the budget request for FY 19 the full amount to pay the salaries increase. Since the market adjustment is not considered a performance adjustment the Civil Service wants to incentivize staff by offering a one-time lump sum payment to staff that receive exceptional performance on their PES for FY19.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING—August 8, 2017

X. ADJOURNMENT

Gordon Prospt entertained a motion to adjourn the meeting. Betty Cunningham motioned and Christina Mehal seconded. Meeting adjourned at 7:24.