Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

June 10, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:03pm noting that a quorum was

 present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Betty Cunningham, appointed by Governor Edwards

c. Aaron LeBoeuf, appointed by Calcasieu Parish

d. Linda Storer, appointed by Beauregard Parish

e. Rita Cole, appointed by Allen Parish

f. Bill Sommers, appointed by Governor Edwards

Absent:

 Kristen Cassidy, appointed by Jefferson Davis Parish

 Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUEST

Corlissa Hoffoss announced no guests were present.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya Mcgee suggested that Executive Session to discuss the ED’s merit increase be conducted after the Executive Director’s report. Corlissa Hoffoss entertained a motion to approve the agenda with amendments. Rita Cole motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

1. Agenda Planning:

Tanya reminded the board of the formal agenda on the Board Monitoring and Executive Limits. Tanya stated that she has no formal recommendations to change the set agenda. Board agreed. No changes to board agenda were made.

1. Cost of Governance

Tanya informed the board on the annual expenses for board lunches and travel. This does not include expenses for this month’s board meeting. Travel and lunch expenses for the 2019-2020 Fiscal Year include $2104.15.

1. Vote for Officers

Tanya reviewed the current slate of officers with the board:

Corlissa Hoffoss- Chairperson

Vacant- Vice Chair

Aaron LeBoeuf- Treasurer

Betty Cunningham- Secretary

 Tanya informed the board the Vice Chair seat is vacant.

Corlissa Hoffoss asked the board for nominations. Betty Cunningham nominated Rita Cole as Vice Chair. Rita accepted the nomination. No new nominations were made for the remaining positions. Corlissa Hoffoss, Betty Cunningham and Aaron LeBoeuf all accepted their current positions. Corlissa Hoffoss entertained a motion to accept the current slate of officers with Ms. Cole in the Vice Chair position. Corlissa Hoffoss mentioned and Linda Storer seconded.

 VII. EXECUTIVE DIRECTOR REPORT

1. CARF Accreditation On-site Survey

Tanya informed the board that last week ImCal completed the Commission on Accreditation of Rehabilitation Facilities (CARF) Survey. Tanya was happy to report that ImCal’s administrative section had zero findings. In the general program overview ImCal had small findings. One of the findings was in our assessment process, to delve more into spiritual and cultural beliefs and literacy levels. Second finding was for a more formalized process of Safety plans that clients complete with their counselor. The third finding is, to have a better tracking system for giving out sample medications. Overall the surveyors were very impressed with ImCal’s processes and procedures and will make the recommendation that ImCal receives another three-year accreditation. We will receive the formal report in six weeks.

1. Briscoe Contract Award

Tanya informed the board that Odyssey House Louisiana (OHL) was awarded the contract for the Briscoe Treatment Center. Tanya stated OHL’s organization has been around since the 1970’s and they specialize in addiction programs. They are based in New Orleans and this is their first time branching out to another part of the state. Tanya is in contact with both directors of Compass and OHL regarding the transitions and finalizations of plans to turn over ownership. Plans are to keep current staff, and they are planning to purchase beds and other equipment from Compass. OHL is in contact with Health Standards to transfer the license. Contracts have been finalized OHL is on track to open July 1st. Compass has ended all of their contracts with Louisiana Medicaid as of June 30th.

1. Sobering Center Update

After meetings with the Mayor of Lake Charles and Lake Charles Police Chief, Tanya informed the board that the location previously looked at for the Sobering Center was not favorable to the city. Tanya and her staff recently toured Volunteers of America’s (VOA) crisis stabilization and housing program apartments. ImCal is now looking to rent one of the apartments to move the Sobering center into. The plan is to have medical and security staff on site. Both the Mayor and Police Chief are on board with this idea. Tanya informed the board that the facility will be smaller than what was originally planned. She explained that after a few conversations with local law enforcement, careful consideration and research it was decided that a smaller facility would be the best idea.

1. Partnership w/ City of Lake Charles for Transitional Housing Program

Tanya and her staff recently attended a summit with the Lake Charles Coalition for the Homeless hosted by the Mayor of Lake Charles. Tanya explained the main issue of focus is shelters for families that are homeless. We have shelters for men and women, but we do not have any shelters for families that are homeless in the five parish area. The mayor’s office, police jury, city and United Way has secured funding to build on adjudicated property. The idea is to build three homes that can be used as transitional housing for homeless families for up to 6-8 months in order to help families overcome their current situations and get back on their feet. The mayor’s office and United Way would like to partner with ImCal by donating the homes to ImCal and then ImCal will run them with joint funding from ImCal, the city, the parish and United Way. They are looking at having a case worker to work with the families in helping with finding jobs and other resources. Tanya informed the board that ImCal is currently checking with LDH and ImCal’s attorney to insure that this is something that ImCal can do under our scope and mission under our contract with the LDH. The second concern is the liability, ImCal is currently working with Office of Risk Management to inquire about insurance coverage and the cost of that coverage. The third is potential manitainence of the homes. During the first five years United Way will assist with cost of repairs, after that ImCal will be responsible. Betty Cunningham stated that some type of rehabilitation would be needed to help the families get out of the current situation they are in. Linda Storer expressed the same concern. Overall the board approved plans to move forward with this project.

1. Brief update on financial condition

Tanya informed the board in the February meeting when she presented Financial Condition and Activities that the projections seemed off and she wanted to bring the document back to the board once her and the new CFO had a chance to do a closer analysis. Tanya informed that she plans to present the document to the board in the August meeting as scheduled. She informed the board that they have been working very hard on the projections, and attempting to draw down as much federal funds as they can. For this Fiscal year, ImCal will have a surplus. Tanya assured the board that this will not affect next year’s budget as it has already has been approved with the legislature.

 BOARD MONITORING (CONT.)

 d. Executive Session to discuss ED merit

 Prior to entering executive session Tanya provided the board with information on ED

 salaries/credentials across the state. She also asked that they conduct her

 performance evaluation with her before the board comes out of executive session.

Corlissa Hoffoss made a motion to enter into executive session to discuss ED merit. Betty Cunningham seconded. Tanya McGee and Kristen Arville excused themselves from the meeting at this time.

The open meeting reconvened. Betty Cunningham made a motion to come out of executive session. Linda Storer seconded. The board voted to give Tanya a 12% increase effective July 15, 2019. Betty Cunningham motioned and Aaron LeBoeuf seconded. Tanya Mc Gee accepted the increase and thanked the board.

VIII. NEW BUSINESS

 IX. NEXT MEETING – July 11, 2019

 X. ADJOURNMENT – 1:14pm