Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

May 3, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:09pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Prospt, appointed by Governor Edwards

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Angela Jouett, appointed by Cameron Parish

d. Betty Cunningham, appointed by Beauregard Parish

d. Aaron LeBeouf, appointed by Calcasieu Parish

e. Kristen Cassidy, appointed by Jefferson Davis Parish

f. Scott Morgan, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Behavioral Health Division Director

c. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

The Board agreed to amend the agenda to do the Introduction of Shelia Davis, Imcal Employee of the Year at this time. Tanya McGee introduced Shelia to the Board. Tanya McGee stated Sheila works in the behavioral health division and oversees screening, access and scheduling at the Lake Charles clinic. Shelia has been a civil service employee for over 29 years and started her career working with Gordon Propst. She received four nominations for employee of the year from her peers. Tanya McGee highlighted some of the comments made about Shelia from the nomination forms. Shelia Davis stated she loves working with Imperial Calcasieu. Kristen Cassidy stated she called the LCBHC and the person she spoke to was “extremely helpful” and “very polite”. Kristen states she has referred several clients to the clinic since that time. Gordon Propst congratulated Shelia on behalf of the ImCal Board.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Update on Governor Appointment to the agenda. Gordon Propst entertained a motion to approve the agenda with the addition. Corlissa Hoffoss motioned and Angela Jouett seconded.

VI. Board Monitoring

1. Member’s Code of Conduct

Tanya McGee reviewed the code of conduct policy which states members commit to being ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Board members agreed to keep the policy as written.

1. Present Slate of Officers

Tanya advised the board the new officer nominations will take place at the June meeting. Tanya reviewed the current slate of officers who are:

Gordon Propst, Chair

Corlissa Hoffoss, Vice Chair

Betty Cunningham, Secretary

Aaron LeBeouf, Treasurer

1. July Board meeting date

Gordon Propst stated the next meeting is scheduled for July 5th which is the day after the Fourth of July and several members would be unavailable so it was discussed last month to change the date. Nikki James stated based on the feedback received that the meeting will be held the following week on July 12, 2018. Gordon Propst entertained a motion to accept the new date. Aaron LeBeouf motioned and Angela Jouett seconded. Motion was unanimously approved.

1. Report out from State LGE Board meeting (Gordon & Angela)

Gordon Propst stated the meeting was held on April 19th and 9 of the 10 districts were represented. Each board gave a ten-minute presentation on what was going on in their prospective districts. Gordon stated the meeting was very informative. It was identified that all districts struggle with budget cuts. Angela Jouett agreed with Gordon on how informative the meeting was. Tanya McGee stated there will be some future conversation regarding a possible training on policy governance with all the districts. There is also an International Policy Governance Association that has a 90-minute DVD that can serve as an orientation to new board members. Board members approved the purchase of the DVD. Tanya stated there is a national conference every year the offers information on policy governance. Tanya stated she would like to bring this back to the board next year for a board member and herself to attend.

e. Update on Governor Appointment

Tanya McGee reports Betty Cunningham’s application has been received by Board & Commissions, however, the appointment can’t be approved until after the Legislative regular session is over. Tanya will discuss the new board composition with the Beauregard Policy Jury at their meeting next week.

VII. EXECUTIVE DIRECTOR REPORT

a. Update on ImCal HSA Strategic Plan, Selected Initiatives

Tanya McGee provided the board with a copy of the five-year strategic plan to review. The strategic plan lists the mission, goals, strategies and performance indicators for administration, behavioral health and developmental disabilities. Tanya also provided the board with the ImCal yearly Business Plan where the goals were created by the executive management team. This plan covers goals for the following departments:

Human Resources

Fiscal

Corporate Compliance

Community Services

Behavioral Health

Developmental Disabilities

Tanya briefly reviewed the goals of each division and how they are doing with meeting those goals.

b. Update on Sulphur BHC

Tanya McGee stated ImCal found a lease space and signed the lease and was going to pay for the additional bathroom to be added to the facility. The owner backed out of the lease. Tanya stated another vacant space was found and a walk thru was done with the owner this morning. The owner has agreed to make the needed changes. Tanya will keep the board update on our progress.

c. Creation of Resource App

Tanya McGee stated while at the state LGE meeting in April a presentation was given by NAMI in St. Tammany Parish of a resource app they created to aide law enforcement. The app was an electronic resource guide. Tanya is looking into the process and is interested in ImCal creating a resource app for our five parish area.

VIII. NEW BUSINESS

Tanya McGee stated Memorial’s Psychiatric Behavioral Health unit opens June 1. This is a residential unit to serve adults and adolescents that is located off of Gauthier Rd.

IX. NEXT MEETING—June 7, 2018

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Aaron LeBeouf motioned and Angela Jouett seconded. Meeting adjourned at 1:12pm.