Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

October 3, 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. Bill Sommers, appointed by Governor Edwards

d. Angela Jouett, appointed by Cameron Parish

e. Aaron LeBoeuf, appointed by Calcasieu Parish

f. Linda Storer, appointed by Beauregard Parish

Absent:

Rita Cole, appointed by Allen Parish

Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Deputy Director

c. Melanie Jackson, Chief Financial Officer

d. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUEST

Corlissa Hoffoss announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received September minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve September minutes. Angela Jouett motioned and Linda Storer seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Corlissa Hoffoss entertained a motion to approve the agenda. Linda Storer motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

VII. EXECUTIVE DIRECTOR REPORT

a. Treatment of Staff

Tanya reviewed the policy with the board. Tanya informed the board that no employee

grievances have been reported in the past year. Tanya reviewed the results of the

employee survey given to staff earlier this year. Tanya stated 85% of ImCal staff

completed the survey, and a summary of the results was provided. The results of the

survey were positive. Tanya did point out a few areas for improvement. First is the

dissemination of information. Although the number was higher than the previous

employee survey, Tanya stated she would like to see the number higher. Tanya stated

she will be holding a supervisor/managers meeting to address the issue to provide

more effective communication. Tanya also stated she will be putting updates to the

business plan on the ImCal share drive and alerting employees when it has been

updated. Staff did ask for more training and IT equipment. A purchase was made after

the survey for the IT needs.

b. Legislative Audit Report

Tanya provided the board with the summary document of the Legislative Audit, as well as her response to the findings. Board members were directed to the Legislative Auditors website to access the full Audit report. Findings included billing of Medicare, Medicaid, private insurance companies or the patient in a timely manner, not having adequate procedures in place to accurately report outstanding accounts receivables, and the disbursement of federal funds to contractors without properly determining whether each contractor qualified as a sub recipient. Tanya informed the board of the corrective actions which are now put into place in response to the findings.

c. Behavioral Health Services in Cameron Parish

Tanya informed the board that ImCal HSA will be hosting a Community Meeting with Dr. Lacey Cavanaugh at Region V Office of Public Health in Lower Cameron Parish. She informed that while clients from upper Cameron parish attend services at ImCal’s Lake Charles Behavioral Health clinic and Hackberry clients attend services at our Sulphur clinic, there are currently no Behavioral Health services in the lower part of Cameron parish. The Office of Public Health Region V has agreed to partner with ImCal in regards to providing space for Behavioral Health Services while expanding on some of their own services. The plan is to use ImCal’s current Psychiatric providers and Counselors to provide Behavioral Health Services either in person or via telemed. Angela Jouett ImCal’s Cameron Parish representative will be in attendance. Ms. Betty requested that a similar meeting be held for Beauregard Parish. Tanya will follow-up with Betty and Linda.

d. Highlights for Oct 17th HSIC presentation

Tanya reminded the board of the Human Services Interagency Council (HSIC)

meeting on October 17th in Baton Rouge. Tanya, Jenny Mills, and Corlissa Hoffoss

will be in attendance. Tanya informed the board they are all welcome to attend.

There will be a short presentation on the work that ImCal is currently doing that is

specific to the area and what has changed since the previous meeting. After discussion

the board decided to identify accomplishments for each of ImCal’s divisions.

e. ImCal Branding

Tanya informed the board she and Jenny Mills are currently working to brand all of ImCal and get the word out about who ImCal is and what we do. Looking to change everything from Appointment cards to forms, documents, email etc. Even though some of this work occurred at ImCal’s inception, there is still more work to be done.

VIII. NEW BUSINESS

IX. NEXT MEETING – November 7, 2019

X. ADJOURNMENT – Corlissa Hoffoss entertained a motion to adjourn the meeting.

Betty Cunningham motioned and Linda Storer seconded. Meeting adjourned at 1:21pm.