Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

September 7, 2017

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MINUTES

I. CALL TO ORDER

Corlissa Hoffoss, Vice Chair called the meeting to order at 12:10pm noting that a quorum was present.

II. ROLL CALL

 a. Corlissa Hoffoss, appointed by Governor Jindal

 b. Betty Cunningham, appointed by Beauregard Parish

 c. Aaron LeBoeuf, appointed by Governor Jindal

 d. Scott Morgan, appointed by Allen Parish

 e. Diana Hamilton, appointed by Governor Edwards

 f. Angela Jouett, appointed by Cameron Parish

 Absent: Gordon Propst, appointed by Calcasieu Parish

 EXECUTIVE STAFF PRESENT

 a. Tanya McGee, Executive Director

 b. Nikki James, Executive Assistant

 c. Jenny Mills, Behavioral Health Division Director

III. INTRODUCTION OF GUESTS

Corlissa Hoffoss welcomed guests and invited them to introduce themselves. Kristen Cassidy, LPC is a prospective board member for Jeff Davis Parish gave a brief bio of herself. Jenny Mills, BH Division Director for ImCal introduced herself.

IV. APPROVAL OF MINUTES

Board members received August minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve August minutes. Angela Jouett motioned and Betty Cunningham seconded. Minutes were unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Briscoe Repairs under Executive Director Reports. Corlissa Hoffoss entertained a motion to approve the agenda with the addition. Aaron LeBoeuf motioned and Scott Morgan seconded.

VI. Board Monitoring

1. Global Gov Commitment

Tanya McGee explained this policy explains the purpose of the board. The board reviewed the policy. No revisions to the global governance commitment were recommended at this time.

1. Governance Style

Tanya stated this policy breaks down how the board governs as a group. Upon review of the policy it is recommended that item number 6 be moved to the asset protection policy. Item number 6 states: The board will maintain all necessary and appropriate director and office insurance policy coverage. Corlissa Hoffoss motioned to move #6 to asset protection and Angela Jouett seconded.

1. Board Job Description

Tanya McGee stated this policy discusses the boards job description and how the board establishes a link between the board and the community. The three main components of the governance policy manual are the executive limitations, governance process and ED/linkage. The board duties were reviewed in Appendix E of the policy manual. Tanya stated the initial terms of office in Appendix E were set upon its creation and no longer applies. Tanya recommended the terms be updated to state the following: No board member shall serve more than two consecutive three-year terms. Tanya made the recommendation to update the board qualifications to reflect the revised qualifications of Act 73. Tanya also recommended we change the word annually to continually under the Evaluation section of the job description. Corlissa motioned to make all changes recommended by Tanya under board job description and Betty Cunningham seconded. Changes were unanimously approved.

1. Ends Statement

Tanya stated the Ends Statement is the mission/vision for the district that was created by the board in 2013. The board reviewed the statement. No revisions to the Ends Statement were recommended at this time.

1. Jeff Davis appointment

Tanya reminded the board that Christina Mehal has served her 2 consecutive 3 year terms and we have been looking for a new representative. The appointment is made by the Jeff Davis Police Jury (JDPJ). Corlissa has invited Kristen Cassidy who has expressed interest in representing Jeff Davis. Kristen qualifies for the position as identified in Act 73. Betty Cunningham entertained a motion to follow up with JDPJ recommend the appointment of Kristen Cassidy as the Jeff Davis representative. Diana Hamilton motioned and Scott Morgan seconded.

VII. EXECUTIVE DIRECTOR REPORT

 a. TS Harvey Response

Tanya McGee acknowledged Angela Jouett, Director of Medical Services Corps for Calcasieu Parish. Tanya stated Angela did a phenomenal job in running the shelter at the Lake Charles Civic Center. Angela was very appreciative and stated the aid she received from the community was amazing. Angela also noted the several ImCal employees volunteered. Angela stated the number at the shelter went from 150 to 1100 within a few days. Within this process was sending individuals to Burton Coliseum and into the mega shelters. Angela stated the shelter had over 1000 volunteers. Since there was not a MSNS opened in the ImCal catchment area, ImCal staff were not mandated to report/serve in a shelter. Of note, several ImCal staff volunteered not only at the Civic Center, but in smaller church shelters as well.

 b. Update on move to Tower

Tanya reports things are on track for the move to the tower on Dec 1st. Tanya stated the demo is done and the data line drops are completed. Tanya is meeting with the property manager this week to pick out tiles, wall colors and carpet.

 c. Public Forum

Tanya reminded the board that the public forum is held on an annual basis and is open to the community to talk with them about what services are offered thru ImCal and what’s going on at the state level. This also gives the community a chance to ask questions and voice any concerns. Focus of this forum is the current Opioid Crisis and ImCal’s response. The public forum will be October 5, 2017 at 10:30 at the Allen P August Center and the board meeting will be immediately afterwards at the center. Tanya invited the board to attend the public forum if available. Nikki will send the board an invitation with the address.

 d. Briscoe Repairs

Tanya reminded the board that Briscoe is a state-owned building. Briscoe is having several problems with the HVAC system, the generator and the boiler. Contractors are saying there is an electrical problem at the Briscoe facility. When it was built the electricity was routed to a hub that then sends the power to the building. The hub is approximately 40 years old and is failing which causes surges that burns out fan motors, HVAC equipment, etc… ImCal called in electrical engineers who did a full assessment and stated the hub needs to be removed and have the electricity go directly to the building. Entergy stated they will do this, however, they cannot hook up the electricity unless the building is re-wired as the building is too old. The total cost of this project is approximately $250,000. ImCal has contacted the state and it has been brought forth to Facility Planning and funds are potentially available to do the work. ImCal must get five bids prior to approval. ImCal is in the process of getting those bids.

VIII. NEW BUSINESS

 No new business to present at this time.

IX. NEXT MEETING—October 5, 2017 at the Allen P August Center.

X. ADJOURNMENT

Corlissa Hoffoss entertained a motion to adjourn the meeting. Betty Cunningham motioned and Scott Morgan seconded. Meeting adjourned at 1:11pm.