Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

August 2, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:03pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Betty Cunningham, appointed by Governor Edwards

c. Scott Morgan, appointed by Allen Parish

d. Kristen Cassidy, appointed by Jefferson Davis Parish

e. Aaron LeBoeuf, appointed by Calcasieu Parish

Absent: Corlissa Hoffoss, appointed by Governor Jindal

Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

a. Paul Duguid, Chief Financial Officer

b. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst announced no guest were present.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the agenda. Scott Morgan motioned and Aaron LeBoeuf seconded.

Gordon Propst reminded the board that Tanya McGee, Executive Director is out on medical leave. Gordon Propst stated Paul Duguid will present the executive director report.

VI. EXECUTIVE DIRECTOR REPORT

a. Ends Focus of Grants or Contracts

Paul Duguid reviewed the FY 18/19 contracts which shows the executed contracts for the new fiscal year. Paul Duguid reminded the board of the current grants ImCal has which are the SAMHSA grant that is going into its last year for the ImHealthy program and the Calcasieu Parish Police Jury grant that funds fourteen Applied Behavioral Analysis (ABA) evaluations for the developmental disabilities population.

Paul reported no big changes with the contracts for this fiscal year, however, he did highlight the following:

* Synar is a $10,000 contract for compliance checks for the sale of tobacco to people under the age of eighteen. Paul states we currently do not have a contractor for this program. We will execute the contract once a contractor is identified.
* School District Alliance (SDA) is a contract we had last year. This is a prevention and education contract that goes into the schools to teach children about alcohol, substance abuse, tobacco, and gambling. The previous contractor has retired and we are in the process of determining next steps which may include bringing the services in house.

Paul Duguid briefly reviewed the Louisiana Clinical Services (LCS) contracts that are managed by ImCal. Scott Morgan asked about our pharmacy contract. Paul stated that Genoa Pharmacy is more of a service agreement on the retail pricing of the prescription medications ImCal pays for. The telepsychiatry contract is also with Genoa in the amount of $192,400.

b. Financial Condition & Activities

Paul Duguid provided the board with the monthly funds and expenditure analysis summary report for FY17-18. Paul reviewed the means of financing for ImCal and stated we exceeded our self-generated revenue target. This is partly due to better processes in the billing department and with the Office of Debt Recovery. Aaron LeBeouf asked if ImCal will face a budget cut due to exceeding its target. Paul Duguid stated there is always a possibility for budget cuts. Paul will be submitting an amendment to increase the self -generated revenue target.

Paul stated ImCal did a better job of spending down grant funding especially with the Substance Abuse Prevention block grant (SAPT) by using it for salary support and tracking the usage throughout the year. Paul stated for FY 18 ImCal was allocated $11,100,470 and collected/expended $10,697,982.

Betty Cunningham asked for status reports on the following:

* Employee Assistant Program ($5200)- Paul stated the program will start this fiscal year

* Digital Resource App- Paul stated the app has been approved as a part of the Mental Health Block Grant (MHBG) along with the Intended Use Plan (IUP). The approximate cost for the creation of the app is $30,000. Next steps will be getting with a vendor.
* Sulphur clinic- Paul stated ImCal has identified a group that’s building a facility that is projected to be completed in Nov/Dec of this year. We are working with them on the specifics of the space needed for ImCal. Paul recently received a quote on what the cost would be for ImCal due to specific things we need (extra bathroom & additional office space). Paul is preparing to draft a lease. Approximate cost is $150,000.

VII. NEW BUSINESS

No new business to present at this time.

VIII. NEXT MEETING- **September 6, 2018**

IX. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Scott Morgan seconded. Meeting adjourned at 12:25pm.