Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

August 1, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:09pm noting that a quorum was

 present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Betty Cunningham, appointed by Governor Edwards

c. Rita Cole, appointed by Allen Parish

d. Linda Storer, appointed by Beauregard Parish

e. Angela Jouett, appointed by Cameron Parish

f. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

 Aaron LeBoeuf, appointed by Calcasieu Parish

 Bill Sommers, appointed by Governor Edwards

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 July minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve July minutes. Betty Cunningham motioned and Rita Cole seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Board Agenda Planning under Board Monitoring to the agenda. Corlissa Hoffoss entertained a motion to approve the agenda with additions. Angela Jouett motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

1. Board Agenda Planning

Tanya reviewed with the board the changes that were made in the previous meeting regarding the move of Budget Planning from the January to the September meeting, but she would also like to involve them in the financial planning process. Tanya proposed to move also move the end of FY report on Financial Condition and Activities from August to September, in an effort to get a more accurate report of expenditures. Fiscal year end close occurs in August, thus a September report out is more accurate. To do this, she suggested to move the current September agenda items to the July meeting agenda since the July agenda has minimal items. Betty Cunningham motioned and Angela Jouett seconded. Tanya informed the board that this will begin this current fiscal year.

VII. EXECUTIVE DIRECTOR REPORT

1. Financial Condition and Activities

Tanya reviewed the policy with the board. She informed them that she and Melanie Jackson will be reviewing the preliminary Revenue and Expenditure Report at this meeting, but will provide the final end of FY report at the next meeting. Tanya reviewed the format of the document briefly reminding the board that this form is required by LDH to provide budget revenue and expenditure information. She furthered explained that Melanie is drafting up new internal Fiscal documents that will calculate actual spending to determine true surplus/deficit as opposed to projected spending. Melanie explained the 13th period to the board which runs from July 1 – August 14th. This is mostly used in governmental business to accomplish closing out the previous Fiscal year expenditures. After an in depth review Tanya explained that the Year to Date (YTD) column is the actual funds that ImCal has for revenue and expenditures. Melanie walked the board through the entire document and explained the numbers in the YTD column. Melanie explained how ImCal draws funds down from the escrow account. She said all we have to do is decide on the expenditure, code it and report to LDH and they will decrease that amount. Tanya informed the board that if they were ok with it, she is going to have an individual meeting with Aaron Leboeuf, Board Treasurer to go over the information before the next board meeting since he was unable to attend this meeting. All members present were in agreeance with this.

1. End Focus of Grants and Contracts

Tanya supplied the board with the contracts report. Tanya highlighted the grants/contracts that have changed from the previous fiscal year. The contract with Via Link is the same contract as before for after-hours crisis phone, but under a different agency. Calcasieu Parish District Attorney’s Office, Tanya informed that this is a contract with Mental Health Court for the case manager which was previously under VOA. Genoa Telepysch contract has not changed, but has grown due to the need of prescribers for the clinics. The McNeese contract with be ending during the current fiscal year because the ImHealthy grant is ending. Odyssey House which is the contractor that took over the Briscoe Treatment Center is a three-year contract. Elite Medical Wellness is under the STR (State Treatment Response) grant and they are doing the Suboxone treatment for ImCal’s opioid clients. The SYNAR contract is not new, but the contractor has changed. This contract provides retailers with information specific to the laws and penalties regarding the sale and purchase of tobacco products to persons under the age of 18. Tanya also went over the contracts that ImCal manages for LCS. The only LCS contract that has increased is Victoria Swanson’s who provides psychological services, and assessments for clients accessing services with ImCal’s Development Disability Division.

1. Update of Fiscal Move

Tanya informed that they are in the process of scheduling meetings with Division of Administration staff. She informed that this has been a longer process than what they thought due to the number of people that need to be at the meetings and coordinating schedules. Tanya informed the board that after they meet, she will make another report.

VIII. NEW BUSINESS

 IX. NEXT MEETING-September 12, 2019

X. ADJOURNMENT

Corliss Hoffoss entertained a motion to adjourn the meeting. Betty Cunningham motioned and Kristen Cassidy seconded. Meeting adjourned at 1:03pm.