Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

December 9, 2014 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:30 PM noting that a quorum was present.

1. ROLL CALL

Board members in attendance.

a. Clarence “Chris” Stewart, appointed by Governor Jindal

b. Patricia Farris, appointed by Beauregard Parish

c. Susan Dupont, appointed by Cameron Parish

d. Shawn Sabelhaus, appointed by Governor Jindal

e. Doug Hebert, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Alayna Patterson, Executive Assistant

III. INTRODUCTION OF GUESTS

Doug Hebert welcomed guest, Gordon Propst.

IV. APPROVAL OF MINUTES

Doug entertained motion to approve the November minutes the Board received via email prior to this meeting. Christ Stewart made motion and Susan Dupont seconded. The minutes were unanimously approved as written.

V. APPROVAL OF AGENDA

Doug Hebert entertained motion to approve the December agenda. Shawn Sabelhaus motioned and Susan Dupont seconded. The agenda was unanimously approved as written.

VI. MONITORING

* 1. Policy Review
* ImCal HSA Strategic Plan, Selected Initiatives

We currently follow DHH’s 5-year strategic plan along with the Office of Behavioral Health and Office for Developmental Disabilities. As a new agency, we are now responsible for creating our own 5-yr strategic plan which we will be looking to submit Spring of 2015.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations

* Asset Protection

ImCal HSA utilizes an asset management program called Protégé through the Louisiana Property Assistance Association (LPAA) to maintain and track all inventory/assets. Tanya provided the board with a copy of letter stating annual property audit certification was received and approved as of May 2014. Annual property inventory totaled $681,953.00 which includes property located at Briscoe treatment facility.

1. DHH AIP on-site monitoring visit

Accountability and Implementation Plan under the DHH contract appendix dictates what we are mandated to do as an agency, as well as lists the outcome measures associated with our services. Today was ImCal’s first official on-site monitoring for all divisions (Admin, Behavioral Health and DD) which included staff interviews, case records review, policy review, etc. Tanya will submit the formal report to the Board once it is received from OBH and OCDD.

1. Allen Parish ABA Program – Jan 1st

Still in the process of getting contract signed by McNeese. The contract will begin Jan 1, 2015 and the program will be housed within ABHC five days/week, with accessibility to Beauregard and Jeff Davis parish residents as well. The ABA program will operate during the day and will treat individuals who are diagnosed with an Autism Spectrum Disorder.

1. DHH Contract

Board members were emailed a copy of the new DHH contract prior to meeting today. Tanya informed the Board that ImCal Executive Management Team has thoroughly reviewed each section of the contract. The Board had no recommend changes to the contract. Tanya stated that final recommendations for change are due by end of December so if someone has any comments before that time to contact her.

1. Abolishment of the LBHP –Dec 2015

Tanya informed the Board of the Press Release regarding the Behavioral Health Managed Care Services which are currently being provided under the Louisiana Behavioral Health Partnership, managed by Magellan Health, will be removed from LBHP and folded under the 5 Bayou Health Plans. This move will occur Dec 2015. ImCal will be a part of the advisory committee responsible for this transition and Tanya will provide the Board with updates through the year.

IX. NEW BUSINESS

In August, Tanya informed the Board of concerns with Matthew 25:40 Corporation contract due to their financial condition. The contract between ImCal HSA and Matthew 25:40 was terminated and ImCal assumed control over Nepenthe House. Chris Stewart, previous Executive Director of Nepenthe House voluntarily took the responsibility as Interim Director and at that time no conflicts was determined by this Board due to the volunteer status of his position. Matthew 25:40 is currently not in compliance with Memorandum of Understanding between ImCal HSA; therefore, Chris has decided to resign as Matthew 25:40 Interim ED before any conflicts come forth.

X. BOARD EVALUATION

Board members completed Executive Director Evaluation Form based on the Asset Protection report given by Tanya. Board members submitted their forms to Alayna Patterson, Executive Assistant.

XI. NEXT MEETING – January 13, 2015

XII. ADJOURNMENT

Doug Hebert thanked Executive Staff and fellow Board members for efforts with the Board Christmas Social and motioned to adjourn meeting at 6:25pm.