Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

July12, 2018

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MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

 a. Gordon Propst, appointed by Governor Edwards

 b. Betty Cunningham, appointed by Governor Edwards

 c. Corlissa Hoffoss, appointed by Governor Jindal

 d. Kristen Cassidy, appointed by Jefferson Davis Parish

 Absent: Aaron LeBoeuf, appointed by Calcasieu Parish

 Scott Morgan, appointed by Allen Parish

 Angela Jouett, appointed by Cameron Parish

 EXECUTIVE STAFF PRESENT

 a. Tanya McGee, Executive Director

 b. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

 Gordon Propst acknowledged guest and allowed them to introduce themselves.

IV. APPROVAL OF MINUTES

 Board members received June minutes prior to the meeting. Gordon Propst entertained a motion to approve the June 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. Corlissa Hoffoss motioned and Betty Cunningham seconded.

VI. Board Monitoring

 a. Confirmation-Agreement Signatures

 Tanya McGee reminded the board that every July the board confirms the policy manual by signing the confirmation-agreement. This ensures that the board understands the mission of ImCal HSA, has received the policy manual to include the Code of Conduct and Conflict of Interest Policy and agree to comply in all aspects with these policies.

 b. Beauregard Parish Representative

 Tanya McGee reports receiving a referral for a prospective board member named Linda Storer. Ms. Storer is a retired Special Education teacher who is interested in the position and is willing to begin the process. With no objections from the board, Tanya has prepared a recommendation letter to submit to Beauregard Parish Police Jury.

VII. EXECUTIVE DIRECTOR REPORT

 a. Special Session

 Tanya McGee stated the Special Session is closed. The Legislature was able to come to an agreement regarding some revenue increasing measures. ImCal did not receive a cut in the FY19 budget. ImCal is currently operating off a reduction from the previous fiscal year.

 b. Sulphur BHC Update

 Tanya reminded the board about the second space located for the Sulphur clinic, however, the owner has declined the lease. This entire building required data lines and phone jacks. ImCal agreed to pay some of the cost and work with OTM with the process. The owner wanted ImCal to take on additional cost for things such as lawn care and other items. ImCal identified a developer who is currently building an office complex in Sulphur. ImCal has met with the developer and reviewed the blue prints of the suite and one of the suites would meet our needs, however, the project will not be complete until toward the end of the year. Betty Cunningham asked if ImCal has signed an agreement the owner of the second located. Tanya stated only a letter of intent was signed.

 c. July 19 meeting with LDH Fiscal

 Tanya stated that ImCal is its own Local Governing Entity (LGE) but not our own fiscal agent which means LDH cuts all of our checks. ImCal approves vendor invoices then sends the requests to LDH who then completes their approval process. The current procedure causes delays for many different reasons such as lost invoices, lost approval, incorrect coding, etc. ImCal is looking to become its own fiscal agent. Jefferson Parish and Metropolitan are their own fiscal agent. Tanya McGee submitted a request to the commissioner to become our own fiscal agent and it was approved. Tanya and Paul Duguid will be attending a meeting in Baton Rouge next week to meet with LDH’s fiscal department to discuss the transition/ process. The next step will be to meet with Jefferson Parish and Metropolitan to see what software is being use, staff needed and cost of becoming our own fiscal agent. No final decision will be made until we have all the data and be able to afford to do this. Betty Cunningham asked if LDH would compensate ImCal for being its own fiscal agent. Tanya stated LDH will not pay for us to purchase new software when they have software already available.

 d. EAP contract

 Tanya McGee states under the State of Louisiana there was an Employee Assistance Program (EAP) for staff that was set up with our own counselors. This was a conflict for staff. Family and Youth counseling center has a EAP program in which they offer access to counseling with a $10 copay that will not be billed to the employee’s insurance. ImCal pays a blanket cost per full time staff members that includes unlimited counseling session for staff and immediate family, quarterly workshops specific to employee needs, on-site workshops twice a year, critical incident management and consultations with the human resource department. The current quote for ImCal is $5200 per year. ImCal will be provided quarterly utilization reports that will not include names. This service will be completely confidential. ImCal will monitor the program to determine utilization. Kristen Cassidy states she works for Family and Youth and will not be able to see ImCal employees or family members. Tanya will make Family and Youth aware of this.

 e. Tanya Leave

 Tanya McGee states she will be out of the office beginning July 31st for a medical procedure. Tanya anticipates being out of the office for approximately 2-3 weeks. Tanya states she will not be present for the August meeting. Tanya advised the board if assistance is needed they can contact Nikki James. The board advised Tanya to take care of herself and gave her well wishes.

VIII. NEW BUSINESS

 Tanya reminded the board about the possible development of a resource app. It was discovered that the creation of the app is expensive. LDH stated that some additional mental health block grant funds available for FY19 that is one-time funding. Tanya wrote a proposal for the creation of the resource app and it came back fully funded. The approximate cost to create it and the staff time to create it is $30,000. Tanya states ImCal will need to hire a part time staff strictly for data entry and verification of information. The app will start with Calcasieu Parish and then branch out to the other parishes.

IX. NEXT MEETING—August 2, 2018

X. ADJOURNMENT

 Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Corlissa Hoffoss seconded.