Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

March 7, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:02pm noting that a quorum was

 present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Betty Cunningham, appointed by Governor Edwards

c. Aaron LeBoeuf, appointed by Calcasieu Parish

d. Linda Storer, appointed by Beauregard Parish

e. Angela Jouett, appointed by Cameron Parish

f. Rita Cole, appointed by Allen Parish

g. Kristen Cassidy, appointed by Jefferson Davis Parish

\*NOTE: 3rd Governor Appointee seat currently vacant

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUEST

Corlissa Hoffoss acknowledged the guests and allowed them to introduce themselves.

 In attendance was Gordon Propst director of Robinswood School.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee made a request to add ethics trainings under board monitoring to the agenda. Corlissa Hoffoss entertained a motion to approve the agenda with the additions. Linda Storer motioned and Angela Jouett seconded.

VI. BOARD MONITORING

1. Board Members Financial Disclosure Statement

Tanya informed the board that it’s time to complete their financial disclosure statement, for 2018. Kristen will email the forms to the board with a due date of May 2, 2019, to return the completed forms. Kristen will mail the financial disclosure statement for all members to the Boards and Commissions prior to their due date of May 15, 2019.

1. Collect Comments on ED Performance

Tanya reminded the board that evaluation forms are due today. A few board members turned in their forms, the other stated they will get them to Kristen.

1. Ethics Training

Tanya reminded the board that the annual ethics training is due by the end of the calendar year, Kristen will email the link to the board members.

VII. EXECUTIVE DIRECTOR REPORT

1. CFO Search

Tanya updated the board on the status of selecting a new Chief Financial Officer (CFO). She informed the board that there were thirty-four applicants, four-teen of which met the qualifications. Seven applicants were chosen for interviews. Tanya announced that Melanie Jackson was selected for the position and she has accepted the offer. She will be brought in as Accountant Administrator 2. She has experience in accounting and billing. She has a Master’s Degree in Accounting and is a Certified Public Accountant (CPA). She currently works with Memorial Health System managing the budgets for the physicians’ offices. Tanya informed the board that we are very excited, and happy to have her on board and she will make a great asset to the Executive Management Team.

1. Update on Move to becoming own Fiscal Agent

Tanya informed the board with an update on the move to becoming our own fiscal agent, which will give us the authority to manage our own bills and finances. Tanya explained that due to the changes in the Fiscal division the plan was to put everything on hold, but after speaking with a consultant from Zobrio it was decided that she and the new CFO Melanie will attend the consult meeting being held in Baton Rouge. Tanya explained that this is good for ImCal because they will also will be attending the meeting with two other districts. Zobrio will be going over our fiscal practices and policies and then give us recommendations for what will be needed to help move ImCal into becoming its own Fiscal agent. She also stated this will be a good time for our new CFO Melanie to learn how the Fiscal division works and its policies. Betty Cunningham asked how many people does ImCal plan to hire in addition to the fiscal staff that they have now. Tanya replied that they anticipating bringing on 3 additional staff. She stated the duties of the fiscal staff we have now are very targeted. Louisiana Department of Health (LDH) handles the payment management and other fiscal duties. Tanya stated we are not hiring anyone right now till the budget is approved by the Legislature. Corlissa asked what’s the advantage and main reason for moving to become our own Fiscal agent. Tanya replied the main reason is so we will be able to pay our vendors, and directly manage all financial aspects of the agency.

1. Legislative Audit

Tanya stated we are currently in process of Legislative Audit; we have the same auditor as last year. Which means she is familiar with our practices. Tanya stated it is a two-month process, and our staff have been able to provide her with everything that has been requested. Tanya informed the board that we perform internal billing audits and a discovery was made that one of the Medicaid plans has not been transferring money into our account for services rendered. After investigating the issue, it was determined that a clearing house account had been set up by a previous provider under our Tax ID number. The individual who set the account up was notified of the issue and asked to return the funds that should have been paid to ImCal.

1. Employee of the Year

Tanya informed the board that it’s time to select a new Employee of the Year. Ms, Betty expressed concern about picking someone that they don’t know or haven’t worked with. Tanya stated that she understood, but this is the reason why the Executive Management Team wanted a separate committee to review the applications. EMT felt they had bias because they work directly with the nominees. Tanya stated that anyone in the nominee group is worthy, and has been checked out through human resources. Tanya asked the board to turn in the scoring sheets as soon as possible because the winner will be announced in April.

1. Resource App

Tanya informed the board that she and Jenny Mills had a meeting with Nick Richard at NAMI St Tammany to create a resource app that can be used by law enforcement, firemen, other first responders, and local citizens. The app would be used to help find resources for the people that they may come in contact with. Tanya stated that Volunteers of America (VOA) makes a great resource guide giving information of local services offered in the area. She stated its currently loaded as a PDF but ImCal would like to put the resource guide into the app. St Tammany has already created an app for their area and they have agreed to help ImCal develop their own app and they will service it for us for a nominal fee. Tanya stated the they have one-time funding that they can use from the Mental Health Block Grant fund. Tanya also stated that a part time data entry employee with be needed to put information into the system. Tanya informed the board that a focus group was conducted with the recovery community. The main point of the discussion was not having the knowledge of resources. Tanya stated this resource app will cover this. Tanya stated that when ready she will send the app out to the board to test and give feedback. Ms. Betty asked where they would get the information for Beauregard. Tanya stated the VOA resource guide covers the five parish area.

1. Sulphur Clinic

Tanya informed the board that they are still in the process of getting the Sulphur Clinic opened. They are in the process of putting up signs, ordering furniture and supplies, hiring and identifying staff for the Sulphur clinic. Tanya informed the board that the start date for the Sulphur clinic has been moved for April 1, 2019.

VIII. NEW BUSINESS

Corlissa asked about Bill Sommers appointment and where we are in this process. Kristen stated she is waiting to hear back from governor Edwards office about the appointment. Tanya asked Kristen to send an email to see if Mr. Sommers has been appointed. Corlissa asked about the Sobering Center. Tanya stated they are still in the process of researching and gathering information from Centers across the country. They currently have a meeting set up with Cecile Castello from Health Standards to discuss if they will need license. Betty Cunningham asked how patients will be screened, Tanya replied that a paramedic/EMT will be on site to do an initial screening to determine if the patient would need to go to the hospital. Tanya stated there will be certain guidelines that will have to be met at the initial medical screening. In the beginning it will only be open to law enforcement referrals.

 IX. NEXT MEETING – April 4, 2019

 X. ADJOURNMENT-1:12pm