Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

November 15, 2016 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Gordon Propst, Chairperson called the meeting to order at 5:30pm noting that a quorum was present.

1. ROLL CALL
   1. Gordon Propst, appointed by Calcasieu Parish
   2. Corlissa Hoffoss, appointed by Governor Jindal
   3. Betty Cunningham, appointed by Beauregard Parish
   4. Diana Hamilton, appointed by Governor Edwards
   5. Aaron LeBoeuf, appointed by Governor Jindal

Absent: Scott Morgan, appointed by Allen Parish

Angela Jouett, appointed by Cameron Parish

Christina Mehal, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Paul Duguid, Chief Financial Officer
3. Nikki James, Executive Assistant
4. INTRODUCTION OF GUESTS

Gordon Propst welcomed guest and invited them to introduce themselves. See attached sign-in sheet.

1. APPROVAL OF MINUTES

Board members received October minutes prior to the meeting. Gordon Propst entertained a motion to approve October minutes. Aaron LeBoeuf motioned and Diana Hamilton seconded. Minutes were unanimously approved.

1. APPROVAL OF AGENDA

Tanya McGee made a request to add RSFR Project to the agenda after Mid-year budget cuts. Gordon Propst entertained a motion to approve the agenda with the added change. Corlissa Hoffoss motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

1. Communication & Support

Tanya McGee states this policy is an executive limitation regarding communication and support between the Board and Tanya. This policy states the Tanya shall not permit the board to be uninformed or unsupported in its work. Tanya must also inform the Board if they are out of compliance with its policies. Tanya states she does not have a recommendation for change to this policy. The Board reports no recommended changes to this policy.

1. Discuss Holiday Social

Board members agreed to have a holiday social immediately following the December Board meeting. Tanya invited the Board to the annual ImCal staff Christmas party on December 2, 2016.

1. Board Resolution

Tanya McGee reports the Board Resolution states that the Board of Directors employs the Executive Director to oversee the operations of the Authority, is vested to negotiate terms and conditions of contracts and may employ, appoint, remove assign and promote such personnel as is necessary. Tanya reports the last resolution was signed in 2013. In order to contract with LDH, the Division of Administration requires the resolution should be signed every three years. Board members reviewed the resolution. Gordon Propst entertained a motion to approve the resolution. Aaron LeBoeuf motioned and Diana Hamilton seconded.

VII. EXECUTIVE DIRECTOR REPORT

1. RFP for Briscoe

Tanya states ImCal did a RFP in 2014 for Briscoe in which they received two bids. According to rules within Title 38, ImCal is not mandated to go out for bids unless the Board chooses to do so. Tanya states she is pleased with the current contractor which is Pathways. Pathways current contract will expire June 30, 2017 and it is the intent for ImCal to seek a new contract with them. The Board agreed and gave Tanya the approval to proceed with contract negotiations with Pathways and not issue an RFP for Briscoe. The Board will still be required to approve the contract prior to July 1 implementation.

1. Community Resource Events

Tanya McGee provided the Board with a list of community events and meetings that ImCal currently participates. Tanya asked the Board to let her know if they would like to have any events added. Tanya also invited the Board to attend some of the community events/fairs in their local communities. ImCal will provide the dates on the requested events once those dates are made available by event organizers.

Follow-up on the Board’s request to organize a breakfast for local legislative delegation, Tanya stated after speaking with some of the local legislators that it would be difficult to coordinate an event in which they would all be able to attend. She was advised to seek entities that already hold legislative events and inquire about ensuring ImCal board members are invited. Tanya contacted Families Helping Families and the Family Youth Counseling Agency who currently hold events with legislatures annually. ImCal Board will be added to the invitation list.

1. Mid-year budget cuts

Tanya reports the 1st budget exercise issued from LDH regarding mid-year cuts was for 7%, then a week later a second exercise for 15% cut of SGF. This equates to approximately $1.2 million. This cut would come from the following:

* Elimination of vacant positions funding in both the DD and BH Division totaling $243,858. Tanya states there is a possibility of losing these TO positions. At this time we are allocated 84 TO positions.
* Cancellation of the contract with Genoa to provide telepsychiatry services totaling $262,973. Tanya states this contract is currently unexpended due to contractor’s inability to recruit psychiatrists.
* Full closure of the Briscoe Substance Abuse Inpatient Program effective January 1, 2017 which totals $702,143.

Tanya states any cut over 10% would mean a full closure of Briscoe as it is ImCal’s largest contract. Tanya reviewed the Reduction Impact Statements with the Board. Tanya states these are proposed cuts and she will keep the Board informed.

1. RSFR Project Update

Tanya reports the RSFR project was scheduled to start for our area in October, however, it is currently on hold. We are waiting to hear from the Division of Administration on approval of the Cooperative Endeavor Agreement. This is the project where some of our DD staff will be assessing individuals currently on the waiver list.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING—December 13, 2016

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting at 6:33pm. Corlissa Hoffoss motioned and Betty Cunningham seconded.