Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

October 4, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:04pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Corlissa Hoffoss, appointed by Governor Edwards

c. Aaron LeBeouf, appointed by Calcasieu Parish

d. Betty Cunningham, appointed by Governor Edwards

e. Angela Jouett, appointed by Calcasieu Parish

Absent: Scott Morgan, appointed by Allen Parish

Kristen Cassidy, appointed by Jefferson Davis Parish

Linda Storer, appointed by Beauregard Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Jenny Mills, Behavioral Health Division Director

d. James Lewis, Developmental Disabilities Division Director

e. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst announced no outside guest were present. Tanya McGee introduced the executive management team members in attendance.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the agenda. Angela Jouett motioned and Aaron LeBeouf seconded.

VI. EXECUTIVE DIRECTOR REPORT

a. Treatment of Staff

Tanya McGee reviewed the policy for treatment of staff and has no recommendations for changing the policy at this time. Tanya stated all policies are in compliance with Civil Service rules; however, we will be working on some changes in our Human Resource policies in preparation for the CARF audit. These changes will not affect Civil Service rules. Tanya reported no grievances have been filed in the past year.

Tanya reminded the Board of the new contract with Family and Youth to serve as the EAP for ImCal employees. Tanya stated employees are already utilizing the program and ImCal will get a quarterly report to show the number of employees receiving services.

b. LDH Contract Meeting

Tanya reminded the Board of the newly revised contract created by LDH that caused concern for all the executive directors. Tanya McGee, Jenny Mills (BH) and James Lewis (DD) attended an on-site meeting in Baton Rouge with LDH legal and a representative from behavioral health and developmental disabilities to discuss ImCal’s concerns with the contract. Many of our recommended changes were in the programmatic structure of BH and DD. Tanya stated the meeting went very well. Based on some of the meetings already had with previous districts, LDH legal are already starting to make some changes to the contract. Our contract is extended until November 30, 2018. Once the revisions are completed the goal is that the new contract will go in effect December 1, 2018. The new contract will be renewed every three years instead of annually.

c. FY20 Budget Recap

Tanya McGee reviewed the FY20 budget recap report. Our total existing budget is $11,668,046. Under the workload adjustment ImCal has increased our self-generated revenue target by $208,663 which will bring our new target to approximately $1.2 million which will allow for an extra $200,000 to spend during the fiscal year without having to put the funds in escrow. ImCal is requesting $280,000 which is a projected amount for the cost of becoming our own fiscal agent. This amount includes salaries for additional staff and integrated software program expenses. Tanya stated this amount may fluctuate prior to the final budget submission. ImCal has a technical adjustment of $7,320 as Office of Behavioral Health realized that they were paying for some of our telecommunication systems billing (ImCal staff email accounts) which ImCal should be paying. OBH will no longer pay this expense and gave the funds to ImCal to begin paying. With the highlighted adjustments our total requested budget for FY20 is $12,963,092.

d. Meeting with Office of Public Health (OPH)

Tanya reminded the Board that the legislation that created LGE’s allows for the potential of a LGE to assume management of public health services. Tanya reported having a brief meeting OPH’s new assistant secretary. At this time no changes will be made regarding this; however, there may be some collaboration/partnership between ImCal and OPH in the future. Tanya will keep the board updated on any changes.

VII. NEW BUSINESS

No new business to present at this time.

VIII. NEXT MEETING

The next meeting is November 1st and is the same day as our annual public forum for the community. The public forum will be held in the Tower conference room which is located on the 12th floor and is scheduled from 10:30am to noon. The board meeting will be immediately following. The board will receive an official invitation.

IX. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Angela Jouett seconded. Meeting adjourned at 12:45pm.