

Imperial Calcasieu Human Services Authority
Governance Board Meeting
3505 5th Avenue, Suite B
Lake Charles, Louisiana 70607
October 13, 5:30 – 7:30 PM

MINUTES

I. CALL TO ORDER

Doug Hebert, Chairperson called the meeting to order at 5:38pm noting that a quorum was present.

II. ROLL CALL

Board members in attendance

- a. Doug Hebert, appointed by Allen Parish
- b. Susan Dupont, appointed by Cameron Parish
- c. Chris Stewart, appointed by Governor Jindal
- d. Christina Mehal, appointed by Jefferson Davis Parish
- e. Gordon Propst, appointed by Calcasieu Parish
- f. Corlissa Hoffoss, appointed by Governor Jindal
- g. Patti Farris, appointed by Beauregard Parish

Absent: Aaron LeBoeuf, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

- a. Tanya McGee, Executive Director
- b. Paul Duguid, Chief Financial Officer
- c. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

No guest in attendance.

IV. APPROVAL OF MINUTES

Board minutes received September minutes prior to the meeting. Doug Hebert entertained a motion to approve September minutes. Gordon Propst motioned and Corlissa Hoffoss seconded. September minutes unanimously approved.

V. APPROVAL OF AGENDA

Doug Hebert entertained a motion to approve the October agenda. Susan Dupont motioned and Chris Stewart seconded. October agenda unanimously approved.

VI. MONITORING

a. Gov. appointment- Corlissa Hoffoss

Doug Hebert welcomed new Board member Corlissa Hoffoss. Corlissa was appointed by Governor Jindal.

b. Beauregard Parish appointment

Doug Hebert reminded Board that Patti Farris has decided not to seek another term once her current term expires in December. Patti Farris was appointed by Beauregard Police Jury. Patti Farris informed the Board of a prospective replacement by the name of Ms. Betty Cunningham. Tanya McGee stated she is willing to schedule a meeting in Beauregard Parish to talk with Ms. Cunningham.

Tanya McGee reported on the Board training that in error was not included in the agenda. Tanya stated she is still working on scheduling a training. Tanya reported researching several organization to conduct training, however, all were expensive. Tanya recommended using David Britt who provided training for the Board in the past. Board members agreed and recommended the training be scheduled for February 12, 2016, if possible. Tanya will have preliminary conference call with Mr. Brett to begin preparations.

VII. EXECUTIVE DIRECTOR REPORT

a. Treatment of Staff

Tanya McGee reports no grievances have been filed over the past year. Tanya reports currently working with Human Resources to institute an employee survey. This would be an anonymous survey and would be conducted annually.

b. Contractor survey results

ImCal recently conducted a survey with 13 of our social services contractors that consisted of 5 questions. We received responses from 10 of the contractors. The survey discussed negotiations and development processes, ImCal's responsiveness, timeliness of invoicing and payments, contract monitoring and friendliness of staff. Overall contractors are pleased with ImCal in all areas.

c. Jennings BHC

Tanya McGee reports ImCal has leased office space in Jennings to begin providing services for Jefferson Davis Parish. The open date for the facility is November 5, 2015. Initially the office will be open one day per week with the goal of increasing days open based on increase in clients.

d. FY 17 Budget Preparation

Paul Duguid reviewed the Budget Request Summary that is submitted to DHH. Paul reports an increase in state general funds of \$811,051 and an increase in federal funds of \$99,987 which is part of the 1 year budget of the SAMHSA grant. Paul is requesting a decrease in ImCal's fees and self-generated revenue of \$500,000.

VIII. NEW BUSINESS

Doug Hebert announced the new Coroner for Cameron Parish is fellow Board member Susan Dupont. Tanya McGee informed the Board she will be out of the state from October 23rd thru October 26th.

IX. NEXT MEETING - November 10, 2015

X. ADJOURNMENT – Meeting was adjourned at 6:27 pm.

**Imperial Calcasieu HSA
Contract Survey Results
10/13/2015**

1. How efficient was the contract negotiation and development process?

Extremely efficient	55.56%
Very efficient	44.44%
Somewhat efficient	0.00%
Not very efficient	0.00%
Not at all efficient	0.00%

2. How responsive is ImCal administrative staff when you have concerns, issues, or need technical assistance?

Extremely responsive	70.00%
Very responsive	20.00%
Somewhat responsive	10.00%
Not very responsive	0.00%
Not at all responsive	0.00%

3. How often have you had problems with invoicing and payments?

Extremely often	0.00%
Very often	0.00%
Occasionally	0.00%
Not very often	30.00%
Almost never	70.00%

4. How would you describe the contract monitoring process? Choose all that apply.

Helpful	70.00%
Efficient	60.00%
Neutral	20.00%
Intrusive	0.00%
Unproductive	0.00%

5. How friendly and courteous are ImCal administrative staff?

Extremely friendly	50.00%
Very friendly	50.00%
Somewhat friendly	0.00%
Not very friendly	0.00%
Not at all friendly	0.00%