Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

April 5, 2018

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MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Angela Jouett, appointed by Cameron Parish

d. Aaron LeBoeuf, appointed by Calcasieu Parish

Absent: Kristen Cassidy, appointed by Jefferson Davis Parish

Scott Morgan, appointed by Allen Parish

Betty Cunningham, appointed by Beauregard Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Nikki James, Executive Assistant

c. James Lewis, Developmental Disabilities Director

III. INTRODUCTION OF GUESTS

Gordon Propst announced no guests were present.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee made a request to add 2018 Legislative Update and Imperial Calcasieu Employee of the Year to the agenda. Gordon Propst entertained a motion to approve the agenda with the additions. Corlissa Hoffoss motioned and Aaron LeBoeuf seconded.

VI. Board Monitoring

1. Board Committee Principles

Tanya McGee reminded the board this policy states as a board subcommittee can be established to do work and this policy sets the frame work for committee principles. A board committee cannot direct the work of the executive director without authority being given by the board. Tanya McGee does not recommend any changes to this policy.

1. July Board Meeting Date

Tanya McGee stated the July meeting is scheduled for July 5, 2018. Tanya stated she will be on vacation and wanted to recommended the meeting be moved to the following week on July 12th. Corlissa Hoffoss and Aaron LeBoeuf stated they will also be unavailable for the July 5th date. Nikki James will send an email to the Board regarding the meeting date as we have 3 members absent. Gordon Propst stated we will finalize the date at the next board meeting.

VII. EXECUTIVE DIRECTOR REPORT

a. Compensation & Benefits

Tanya provided the Board with a breakdown of separation from employment in administration, behavioral health and developmental disabilities during April 2017-March 2018. This reports shows what the separation was and did/how ImCal filled the position. Tanya reminded the Board that civil service adjusted the pay scale for the first time in over 20 years. The pay scale is adjusted and all classified employees received a 2% pay increase in January. With the new policy performance adjustments will be given in July instead of October. Salaries are now adjusted in a tier factor based on where they fall in the market. Tanya stated that the majority of ImCal staff will receive a 6% increase in pay within 6 months. Tanya reviewed the turnover report and advised the board of the vacant positions in the fiscal unit. ImCal is actively working to working the fill the vacancies and revamp the unit as we are working toward being our own fiscal manager. The turnover rate is 13% which is a decrease from last year’s 17%.

b. ImCal Board presentation for LGE meeting in BTR

Gordon Propst reminded the Board of the LGE meeting in Baton Rouge where it is mandatory for the board chair or designee attend and provide a presentation on your region. The meeting will be held April 19th and this will be an annual meeting. Tanya reviewed the presentation with the board to gain any feedback. The presentation includes a brief history about ImCal, a breakdown of accomplishments with the division and also the challenges ImCal faces. Overall, the Board was pleased with the presentation.

c. 2018 Legislative Update

Tanya McGee provided the Board with a copy of the house bills the Louisiana Department of Health (LDH) has either put in or is being monitored. Tanya highlighted the following bills that effect our district.

* **HB681**- this bill raises the provider licensing and bed fees from $600 to $1,000. It will be phased out over a four-year period at $100 per year. Tanya stated this would be an extra $100 per year for ImCal.
* **HB589**- this bill provides for fees for expedited licensing surveys for facilities and providers licensed by LDH.
* **HB420**- provides an ethics exception for the employment of physicians hired through LDH’s Medicaid program and Office of Behavioral Health (OBH). This bill pertains to physicians who retire and want to return to work, however, they must wait for 2 years. Tanya stated she is waiting to hear from the legislative liaison as it is unclear if this bill applies ImCal.
* **HB1-**Tanya attend the House Appropriation meeting last week and will be attending the next meeting on Monday. At this time no cuts are being proposed to the state general funds. The concern is if cuts are made to the Medicaid program which would inadvertently effect ImCal. Tanya had a conversation with Senator Johns to discuss the impact of Medicaid cuts. For example, if Medicaid no longer pays for addiction services then Briscoe would be closed.

d. Imperial Calcasieu Employee of the Year (EOY)

Tanya McGee advised the Board that we have selected a new employee of the year. This year we had approximately 18 nominations. Currently any one can nominate a staff member, then eligibility is determined by HR and the executive management team is the committee the individual scores each nomination and the HR tallies those number to determine the EOY. This year’s employee of the year is Sheila Davis from our behavioral health division. She currently supervises the screening unit at the Lake Charles clinic. We will invite Sheila to the next board meeting.

The executive management team voiced concerns about how we decide on the EOY as members of the team were a nominator and nominee. One suggestion made was to have the Board be the committee to select the employee of the year. The Board would only get the nominees who have been cleared for eligibility by the HR department which includes contact with the nominees’ supervisor. Tanya stated this happens annually and the board agreed to be the selecting committee.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING—May 3, 2018

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Aaron LeBoeuf motioned and Corlissa Hoffoss seconded. Meeting adjourned at 1:15pm.