Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

August 11, 2015 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:35 pm noting that a quorum was present.

1. ROLL CALL

Board members in attendance

a. Doug Hebert,Jr., appointed by Allen Parish

b. Gordon Propst, appointed by Calcasieu Parish

c. Patricia Farris, appointed by Beauregard Parish

d. Christina Mehal, appointed by Jefferson Davis Parish

e. David Palay, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

1. INTRODUCTION OF GUESTS

Doug Hebert welcomed quest and invited them to introduce themselves. See attached sign-in sheet.

1. APPROVAL OF MINUTES

Board members received July minutes prior to the meeting. July minutes were unanimously approved.

1. APPROVAL OF AGENDA

Tanya McGee recommended an agenda item be added under new business to discuss filling the seat vacated by David Palay. Doug Hebert entertained a motion to approve the August agenda. Gordon Propst motioned and Christina Mehal seconded. Agenda was unanimously approved.

 VI. EXECUTIVE DIRECTOR REPORT

 a. Ends Focus of Grants or Contracts

Tanya McGee reviewed the FY 15/16 contracts and highlighted any changes not previously reported.

* Bamburg Consulting is a new $5,000 contract funded through the Calcasieu Parish Police Jury Community Services Grant. This contract provided 10 Comprehensive Diagnostic Evaluations (CDE) for individuals diagnosed with Autism Spectrum Disorder (ASD) so they can access Applied Behavior Analysis (ABA) services. ImCal has applied for a grant for next year.
* Educational and Treatment Council’s contract was reduced due to their increase in billing dollars. This contract is fully funded by the Mental Health Block Grant.
* JoAnne Henig is ImCal’s attorney. JoAnne is also the attorney for 2 other districts and splits her cost between the 3 districts.
* McNeese ABA contract has increased since last year. The services provided through this contract are billed by ImCal. The contract pays McNeese staff to run the program.
* Vinson Guard Services is a new contract to pay for security services at the Lake Charles Clinic due to having an evening Intensive Outpatient Program (IOP) on 3 nights a week.

Tanya reports no changes in the LCS contracts that are managed by ImCal. Total of all contracts in ImCal catchment area is $4,713,095.

 b. Financial Conditions & Activities

Paul provided the board with a monthly funds and expenditure analysis report of FY 14/15. Paul Duguid reports total means of financing was $10, 264,489 off of an appropriated budget of 12, 330,703. ImCal’s self- generated revenue was $1,047,667. ImCal’s surplus at the end of FY 14/15 was $254,000. Paul is looking at ways to better allocate funds to increase ImCal’s surplus. Paul implemented a 1/12 clause where contractors are expected to spend 1/12 of their contract value each month.

 VII. NEW BUSINESS

 Tanya reported Briscoe facility is getting a new roof.

Doug Hebert announced that David Palay officially announced his resignation from the board. Doug Hebert entertained a motion to send a letter to the governor’s office to recommend Corlissa Hoffoss as David’s replacement. David Palay motioned and Christina Mehal seconded. It was unanimously approved.

Christina Mehal reports after giving presentation to the Ethics Board that more information was needed. Tanya McGee submitted a letter to the Ethics Board responding to specific questions asked by the board. Christina Mehal states she is waiting on an opinion from the Ethics Board.

Tanya informed the board about the quarterly Developmental Disabilities provider meeting. Gordon Propst suggested inviting the ImCal Board to attend these meetings.

VIII. NEXT MEETING- September 8, 2015

 IX. ADJOURNMENT- Meeting was adjourned at 6:51pm.