Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Ste 2000

Lake Charles, Louisiana 70629

December 14, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:15pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Calcasieu Parish

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Betty Cunningham, appointed by Beauregard Parish

d. Kristen Cassidy, appointed by Jefferson Davis Parish

e. Aaron LeBoeuf, appointed by Governor Jindal

f. Angela Jouett, appointed by Cameron Parish

Absent: Scott Morgan, appointed by Allen Parish

Diana Hamilton, appointed by Governor Edwards

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

d. James Lewis, Developmental Disabilities Division Director

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed guest and allowed them to introduce themselves.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Board Monitoring, Sulphur Update and Mid-year Budget Cuts to the agenda. Gordon Propst entertained a motion to approve the agenda with the additions. Angela Jouett motioned and Aaron LeBoeuf seconded.

BOARD MONITORING

Gordon Propst informed the Board that Diana Hamilton was unable to attend the meeting. A conference call was held with Ms. Hamilton last month to inform her that she was close to exceeding the number of allowed absences according to the governance policy. She stated that due to her position at work it has been difficult to attend the meetings. Ms. Hamilton informed Gordon and Tanya via email today that she is resigning from the Board due to work responsibilities. Tanya stated that Ms. Hamilton was identified as a parent/advocate in the field of mental health which is a governor appointment. ImCal will reach out to our stakeholders and clinics in all parishes to fill this vacancy. Tanya will contact the Board and Commissions to ensure our compliance with Act 73 with our parish and governor appointments.

VI. EXECUTIVE DIRECTOR REPORT

a. Asset Protection

Tanya reviewed the Asset Protection policy that states the Executive Director shall not allow the authority to have assets to be unprotected, inadequately maintained or unnecessarily risked. Tanya has no recommendation for change to this policy. Tanya provided the Board with a list of our tagged property assets. Tanya stated the new report shows the property ImCal purchased from the state. ImCal is now managing our own property instead of the LPAA. The tagged property includes everything that is $1000 or over and all of our IT property. The report also includes the current year deletions which are items scrapped or surplus to the state prior to the move. Betty Cunningham wanted to know if ImCal had a way to identify our property by location. Paul Duguid stated we do not identify our property by location for this particular report but we do track property per location. Tanya informed the Board that the leasing program with Enterprise Fleet for our vehicles is working well. We recently leased two vehicles and will be getting one more. This program allows us to sale to Enterprise Fleet our older vehicles that required expensive maintenance.

b. Move Update

Tanya informed the Board that ImCal has informed our stakeholders, clientele and community of the move via email, mail and social media. The move went well and required a one-day official office closure. Some staff were identified to work on teams to assist with the move. The movers (Bayou Services) began on Friday, December 1st and ended Tuesday, December 5th. The restrooms are functional but not complete as the contractor is waiting the new partitions to come in. We also have approximately 58 punch list items of things the contractor wants to touch up or complete.

Tanya reports the biggest issue has been the move of our internet and network server. Due to scheduling issues with AT&T we do not have full network. Staff at the Tower are using a temporary fix that has us working on a DSL line that gives access to the internet but not on the network. Limited staff have access to the network.

According to AT&T the goal is to have us operational tomorrow afternoon. ImCal also have a new phone system with Executone that we are working to get staff trained. This system will eventually be in all of our clinics.

SULPHUR UPDATE

Tanya reminded the Board of the last month’s discussion on looking into the expenses associated with opening a clinic in Sulphur and the need based on a survey completed with the clients. The majority of clients in Sulphur stated they would go to the Sulphur clinic. We also have staff who live in Sulphur that have volunteered to work in the Sulphur clinic. The only issue is some clients are unsure about changing providers. Clients may continue to see their provider in Lake Charles if they wish. Tanya stated we have located a space that is newly renovated and we have signed a letter of intent about a month ago. This morning ImCal received the first draft of the lease for Tanya and Paul to review.

MID-YEAR BUDGET CUTS

Tanya reported for the first time in nine years ImCal will not have any mid-year budget cuts.

VII. NEW BUSINESS

No new business to report at this time.

VIII. NEXT MEETING- January 4, 2018

IX. ADJOURNMENT

Gordon Prospt entertained a motion to adjourn the meeting. Betty Cunningham motioned and Kristen Cassidy seconded. Meeting adjourned at 1:02pm.