Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

February 7, 2019

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AGENDA

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:05pm noting that a quorum was

present.

II. ROLL CALL

a. Corlissa Hoffoss, appointed by Governor Jindal

b. Betty Cunningham, appointed by Governor Edwards

c. Aaron LeBoeuf, appointed by Calcasieu Parish

d. Linda Storer, appointed by Beauregard Parish

e. Angela Jouett, appointed by Cameron Parish

f. Rita Cole, appointed by Allen Parish

Absent: Kristen Cassidy, appointed by Jefferson Davis Parish

\*NOTE: 3rd Governor Appointee seat currently vacant

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUEST

Corlissa Hoffoss announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received January minutes prior to the meeting. Corlissa Hoffoss entertained a motion to approve January minutes. Betty Cunningham motioned and Aaron LeBoeuf seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Legislative Audit to the Executive Director Report and Update Board Resolution under board monitoring to the agenda. Corlissa Hoffoss entertained a motion to approve the agenda with the additions. Linda Storer motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

1. Executive Session

Tanya McGee requested that she and the Imperial Calcasieu Board of Directors go into Executive Session to discuss a confidential personnel matter as well as recommendation of appointment for the vacant Governor Appointed seat. Betty Cunningham motioned and Linda Storer seconded. All other visitors excused themselves from the meeting at this time.

Angela Jouett made a motion to come out of Executive Session. Aaron LeBoeuf seconded. Tanya McGee, Executive Director announced that Paul Duguid has resigned from Imperial Calcasieu Human Service Authority effective February 1, 2019. Angela Jouett made a motion to make a recommendation to the Governor’s Commission for the appointment of William “Bill” Sommers to the ImCal Board of Directors, Betty Cunningham seconded.

1. Solicit comments on ED performance

Tanya informed the Board that it’s time to submit their yearly comments on the Executive Director’s performance. The board was given a paper copy of the form and also informed that an electronic copy will be emailed to them.

1. Emergency Ed Succession

Tanya informed the board that this not the regular month to present the ED Succession plan, but due to changes in Executive Management staff the letter needs to be updated. According to board policy two names need to be submitted annually. Tanya has appointed Jenny Mills, Deputy Director, and Leigh Conway, Human Resources Director as her two successors. She also has given delegated authority to Jenny Mills. In Tanya’s absence Jenny has appointing authority and budget Authority. This form will be kept on file in ImCal’s Administrative Office.

1. Update on Governor Appointee Appointment

William Sommers will be recommended to the Governor’s Commission to fill the vacant Governor appointee seat. Kristen will draft recommendation letter for Corlissa to sign then submit to the Governor’s office. Tanya will contact Bill and let him know.

1. Board Resolution update

Tanya informed the Board that due to changes in the Board of Directors, a new Board Resolution letter is needed. Linda Storer motioned to accept the new letter and Aaron LeBoeuf seconded.

VII. EXECUTIVE DIRECTOR REPORT

1. Treatment of Consumers

The policy regarding treatment of consumers was reviewed. The Annual C’est Bon Survey that is conducted for Allen, Beauregard, and Lake Charles clinics was reviewed. Tanya explained the scoring in its entirety to the board. All of the clinics received a B average. Tanya expressed praise for the score, but also explained how they intend to improve. Betty Cunningham asked if there was another report with more explanation regarding the Beauregard BH Clinic’s score. Tanya stated that she will send an email with the full report. Linda Storer also stated she would like to see the report. Both members were informed that they will receive a copy of the full survey. Along with the C’est Bon survey, a survey of the Developmental Disability (DD) Division was given. Tanya reviewed the scores. Angela Jouett asked why there is a section for voter registration on the report. Tanya explained we are mandated by law to offer voter registration services. The NVRA (National Voter Registration Act) was created in order to give all Louisiana residents the opportunity to register to vote. Assistance in filling out the application is given if requested.

1. Financial Condition & Activities

Tanya presented the board with the Revenue and Expenditures Analysis report and the IMCAL project detail report for January 2019. Tanya requested that they go over the documents, but hold off till another date for a full discussion. She went on to state that she would like more time to go over the projections before she presents them to the board. Overall ImCal has up to a 12-million-dollar budget. We have multiple means of financing. We bring in state general fund dollars and inter agency transfers which are the grants funds through the Office of Behavioral Health (OBH), and we generate our own funds. Eight million dollars is given to ImCal in state general funds. The goal is to ensure that we draw down as much money as possible. ImCal is currently in the process of Legislative Audit and the auditors are working with us to get the projection numbers updated. Tanya attested to the board that the money that we have been drawing down and the money that we are expending is true and accurate. What is not necessarily accurate are the projections and Tanya requested that she have a chance to rework the numbers and come back to the board with the corrections.

1. RAC Vacancy Announcement

Tanya announced to the board that they are looking for new members for our Regional Advisory Council (RAC). She explained that an email will be sent out to ImCal staff and its stakeholders in hopes of recruiting new members. It was suggested that the persons that expressed interest in becoming a part of the ImCal Board of Directors be given the opportunity to join RAC.

1. Genoa Contract Amendment

Genoa has been recruiting prescribers for the clinics. There has been an issue in trying to find local prescribers. The new prescribers from Genoa will be via tele-psych. Due to the new additions in prescribers, ImCal needs to increase the contract which will then exceed $250,000, which requires Board approval. Betty Cunningham made a motion to add the additional funds to the Genoa contact and Angela Jouett seconded.

1. Sobering unit update

Tanya and Jenny Mills are currently working with state office in Baton Rouge to set up the Memorandum of Understating (MOU). Tanya informed the Board that this would be one of the first Sobering Centers here in Louisiana. They have put everything on a pause till they hear back from Baton Rouge and get clarity on licensure.

1. Legislative Audit

ImCal is currently in the process of Legislative Audit. The process will take about 2 months. The auditors started on 2/6. We have already show them what amendments have been made since the findings in the last audit. Most were regarding accounts receivable reconciliation and collections. Tanya informed the board that this is a good time for them to be here to pour over the details in our books and alert any issues to Tanya’s attention.

VIII. NEW BUSINESS

1. Employee of the Year

Tanya informed the board that the employee of the year nominations has been

submitted and they will be emailed to the board for review.

IX. NEXT MEETING

March 7, 2019

X. ADJOURNMENT

Corlissa Hoffoss entertained a motion to adjourn the meeting. Rita Cole

motioned and Betty Cunningham seconded. Meeting adjourned at 1:17pm.