Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Ste 2000

Lake Charles, Louisiana 70629

January 4, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:10pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Prospt, 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. Scott Morgan, appointed by Allen Parish

Absent: Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed guest and allowed them to introduce themselves.

IV. APPROVAL OF MINUTES

Board members received December minutes prior to the meeting. Gordon Propst entertained a motion to approve the December minutes. Kristen Cassidy motioned and Betty Cunningham seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee made a request to add Board Monitoring to the agenda. Gordon Propst entertained a motion to approve the agenda with the addition. Scott Morgan motioned and Corlissa Hoffoss seconded.

BOARD MONITORING

Tanya McGee reminded the board composition change of Act 73. The board has some term limits coming up in March so we need to look at how we are to remain compliant with the new legislation. The example given was Aaron LeBoeuf whose term expires March 2018 was a governor appointee with expertise in finance, accounting, business enterprise, or auditing prior to Act 73. Under the new legislation the governor appointees are parents or advocates in the field of addictive disorders, mental health and developmental disabilities. Aaron could be a Calcasieu Parish representative, however, Gordon Propst is the current Calcasieu Parish appointee. It is noted that with Act 73, Gordon Propst fits in the category of professional with expertise in the field of developmental disabilities.

Tanya spoke with Ellen Palmintier, Director of Boards and Commissions to see about ensuring that as terms end we are assigning members to the appropriate area. Tanya stated other districts are facing the same concerns. It has been proposed that the Executive Directors of the districts speak with Senator Mills to get leniency with who is a governor appointee versus a parish appointee. The Directors are going to ask Senator Mills to redraft the legislature so we are able to better replace board seats. With the vacancy of Diana Hamilton who was a governor appointee-parent/advocate in the field of mental health and a governor appointee; the board can either fill her seat with an outside person or look at terms that are expiring soon and move some seats around. Betty Cunningham suggested the letter to Senator Mills come from the board Aaron LeBoeuf made a motion that ImCal request Gordon Propst be appointed as a governor appointee with advocacy in the field of mental health. Betty Cunningham seconded.

VI. EXECUTIVE DIRECTOR REPORT

a. Financial Planning/Budgeting

Paul Duguid reviewed the budget request summary for 2018-2019 and the adjustments to existing operating budget. Paul states on the compulsory adjustments the Division of Administration (DOA) realized ImCal had not included some vacant positions in the salary request. This allowed us to determine what positions we wanted to fund in our budget. Total salary base adjustment is $641,003. Legislative Auditor fee requested from ImCal was decreased by $1,460 as we have more money in our budget that is needed. Paul stated the 2% general increase that went into effect on January 1,2018 is paid 6 months in the current budget and 6 months out of next year’s budget. ImCal requested $8,021,686 in state general funds and had been working with DOA on the changes and DOA is recommending that we be funded at $8,078,338. One pending issue is the lease rate market adjustment for $85,000 is the difference for the move to the Tower. DOA is stating they are not funding the lease rate market adjustment. Paul states he is comfortable with the way the budget is coming out as he continues to work with DOA on the lease market adjustment.

b. Update on Opioid STR Grant

Tanya McGee reminded the board that the state has received multiple grants for opioid treatment. Each district was given funds to hire staff to assist in getting clients in treatment for opioid dependency. This can consist of outpatient treatment or Medicated Assisted Treatment (MAT) such as Methadone or Suboxone. MAT is currently not covered by Medicaid. Behavioral Health Group (BHG) is a medicated assisted treatment facility in Lake Charles. ImCal is working with BHG who is now contracted with the grant to fund 36 slots for individuals to receive Methadone. These individuals would be indigent or on Medicaid. Tanya briefly described how Medicated Assisted Treatment works. ImCal has hired a peer support specialist in the Lake Charles clinic and will help assist clients being referred to MAT. ImCal also received funding to hire an outreach person, however, BHG currently has a coordinator who is doing the outreach services. We are currently waiting on more information on the duties of the outreach position prior to filling the position. The purpose of the grant is to also educate the community on opioids and opioid use. ImCal received $100,000 from the grant to fund the peer support specialist and outreach positions. Betty Cunningham asked if MAT treatment was available for people incarcerated. Tanya advised that historically individuals who receive MAT are not incarcerated. Another part of the grant is the purchase of Naloxone Kits which can be administered nasal or like an epi pen for someone who may be potentially overdosing on an opioid. ImCal is working with BHG to work with the family members as well as first responders to equip them with these kits.

c. Purchasing & Travel Cards

Tanya McGee stated that ImCal received notification from Louisiana Department of Health (LDH) that according to the general council and the DOA that ImCal is not a state agency. The issue is that since we are not a state agency we do not follow the same guidelines and are not allowed to be on the purchasing and travel card programs that are contracted through LDH. One way we are able to make purchases is by use of the p-card which are like credit card. The p-card program was originally administered under the LDH who has a contract with Bank of America in addition to travel cards. ImCal will now be our own administrator of the p-cards and will not be on the contract with LDH. ImCal is now looking into find our own institution or possibly have a separate contract with Bank of America.

Tanya McGee requested to make another addition to the agenda regarding LCBHC.

LCBHC

Tanya informed the board that the Lake Charles clinic was broken into over the holiday weekend. Damage was done to some of the desk, the back door and petty cash was taken along with money taken in on the Friday prior to the break in. Tanya stated the alarm to the building was not set by the cleaning crew, however, the alarm to the pharmacy went off when they attempted to break into that area. The pharmacy alarm is a separate alarm system purchased by Genoa. Tanya stated she is currently in conversations with the contract cleaning crew and they did not secure the building. ImCal has contacted our attorney to see who is liable for the damages. Tanya stated the issue is that the contract does not specifically state who is responsible for securing the building. ImCal will be having a meeting with the cleaning company.

VII. NEW BUSINESS

No new business to present at this time.

VIII. NEXT MEETING- February 1, 2018

IX. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Corlissa Hoffoss motioned and Scott Morgan seconded. Meeting adjourned at 1:17pm.