Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

January 13, 2015 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:41 PM. The Governor Appointee seat previously filled by Shawn Sabelhaus that termed as of November 2014 is still vacant. The ImCal Board now only consists of seven members, so the four members currently present notes a quorum.

Patricia Farris informed Alayna Patterson, Exec. Asst. that she would be arriving shortly.

1. ROLL CALL

Board members in attendance.

a. Susan Dupont, appointed by Cameron Parish

b. Patricia Farris, appointed by Beauregard Parish

c. David Palay, appointed by the Governor

d. Christina Mehal, appointed by Jeff Davis Parish

e. Doug Hebert, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul Duguid, Chief Financial Officer

c. Alayna Patterson, Human Resource Analyst

d. Nikki James, Executive Assistant

Tanya informed the Board of current changes within ImCal Administration Office. Alayna Patterson has been detailed into the Human Resource Analyst position. Nikki James, Administrative Coordinator for Children & Youth Outreach has detailed into the Executive Assistant position.

III. INTRODUCTION OF GUESTS

Doug Hebert welcomed guests and invited them to introduce themselves.

Gordon Propst, Robinswood School, James Lewis, ImCal HSA Developmental Disability Division, Dr. Steven Franks, Methodist Children’s Home and Aaron LeBoeuf, First Federal Bank of LA

IV. APPROVAL OF MINUTES

 Doug entertained a motion to approve the December minutes the Board received via email prior to this meeting. Susan Dupont made motion and Christina Mehal seconded. The minutes were unanimously approved as written.

V. APPROVAL OF AGENDA

Doug entertained a motion to approve the January agenda. Susan Dupont made motion to approve the agenda and Christina Mehal seconded. The agenda was unanimously approved as written.

VI. MONITORING

* 1. Policy Review
		+ Update on ED Evaluation Process- David Palay

David began by stating that the board monitoring process mirrors the operation of the board. It’s not only about what the ED is reporting to the Board, but what the Board is also requesting from the ED. David is creating a worksheet that will include suggestions and focus of interest from the board based off the ED Executive Limitation reports. The three areas that David suggests is: Topic discussion, dialog and conclusion/critique responsiveness. The Board was in agreement with the concept that was presented by David. David will continue to work on the development of the worksheets and provide them to the board when completed.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Financial Condition/Activities

Tanya began by stating this agenda item that usually is presented in August, which is an overview of the previous fiscal year. The Board had requested this be reported bi-annually, again in February. The board discussed and decided to review in August and February, so no report was given by ED at this time.

Doug entertained a motion to modify the Board agenda to reflect the change based on the Board’s decision of when the ED is to report on Financial Condition/Activities. David Palay made motion Susan Dupont the motion. It was unanimously passed by the Board.

* Financial Planning/Budgeting

Paul Duguid provided an overview of ImCal’s Budget Request Summary FY 2015-2016. Each board member received a handout at the meeting. The goal this coming FY was to adjust the budget according to actual operations expenses. Paul made specific note on page two under the Salary Base Adjustment request of $331,975 which is a result of moving several higher salary prescriber positions off of payroll to contract. Therefore, resulting in a reduction of State General Funds for those salaries; as well as, the related benefits.

This summary also includes a request in reduction of fees and self-generated revenue in the amount of $1.4 million, which will reflect a more realistic level of expected revenue for the District. Within this $1.4 million reduction in revenue, ImCal is requesting a swap of $443,000 as an increase in state generated funds. This action is in support of the contract positions and an effort to withhold full staff and maintain positions. The latest budget document revised by the Division of Administration allowed for the move of the salary adjustment to self-generated revenue reduction and replaced the state general funds. This allows for the continuation of state general funds to be maintained from the current fiscal year, to m=next fiscal year. David stressed his concerns for how the board should develop precise, concrete methods as a reflection of actual business practices.

1. Budget Reduction Exercises

On December 24, 2014, Department of Health and Hospitals notified ImCal HSA to review their current budget and propose a 10% cut across the Board for fiscal year 2015 and 2016. This would mean an estimated $800,000 cut in budget for each fiscal year. Following the submission of this request, ImCal was notified of a possible $1.4 billion shortfall in the State budget this coming year. The Commissioner informed DHH this would mean a $20,000,000 cut across the Districts. The Districts began working together to decide which areas/services to cut within each District. Final decision came to a 5% cut spread over fiscal year 2015- 2016 that would total $13.7 million and DHH agreed to cover the remaining amount. Tanya directed attention to the next handout, FY15 Mid-Year Reductions. Based off prioritization without cutting services, ImCal was able to meet that 5% target by cutting only contract funds that were to go unexpended as follows: InSight Telepsychiatry; Educational and Treatment Council, Pathways Behavioral,; and LPN Nursing Services. Due to successful recruitment of in house prescribers, enhanced contract monitoring, increased third party within contracts, cuts were able to be made without a reduction in services.

1. CPPJ Human Services Department Grant Award

Tanya announced that ImCal HSA was approved for a $5000 grant award by Calcasieu Parish Police Jury. To assist with evaluations needed for the admission into Applied Behavior Analysis program.

1. SAMHSA BH & Primary Care Grant

Tanya informed the board that SAMHSA is offering another round of grant funding for behavioral health services and primary care integration. This is a $1.6 million Federal Grant proposal that is due by end of February and ImCal will be submitting an application.

1. Legislative Audit

By law as a recipient of state general funds, ImCal is subject to a Legislative audit every two years. This audit is scheduled for Friday, January 13, 2015 and will be a review of the accounting aspect of the district: collection of money, expenses, etc.

VIII. NEW BUSINESS

1. Board Seat Vacancies

Doug Hebert reiterated to the fact that Sandra Gay, Board Secretary has resigned her seat. At this time, a Governor Appointee seat and Calcasieu Parish representative seat are available. The Governor Appointee should be held by someone with experience in finances.

Doug Hebert acknowledged the prospective board members who were present and invited them to share their initial thoughts and/or questions.

At this time, Doug entertained motion to enter into a brief Executive Session. Susan Dupont made motion, Christina Mehal seconded and it was unanimously passed by the board. Executive Staff, other than Tanya McGee and guests were dismissed.

Following the Board’s Executive Session, Doug entertained motion for prospective board member recommendations. David Palay made motion upon the following board recommendations: Gordon Propst as the Calcasieu Parish Police Jury seat and Aaron LeBoeuf as the Governor Appointee seat. Susan Dupont seconded the motion and it was unanimously passed by the board.

ImCal’s Executive staff will draft and submit letters of recommendations; as well as, send a thank you letter to the prospective members.

IX. NEXT MEETING – Feb 10, 2015

X. ADJOURNMENT

 Doug entertained motion to adjourn the meeting.