Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

July 11, 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. Bill Sommers, appointed by Governor Edwards

Absent:

 Kristen Cassidy, appointed by Jefferson Davis Parish

 Angela Jouett, appointed by Cameron Parish

 Rita Cole, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Deputy Director

c. Nikki James, Human Resources Analyst

III. INTRODUCTION OF GUEST

Corlissa Hoffoss announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received June minutes prior to the meeting. Minutes were amended to show effective date of 7/15/19 for Tanya McGee’s performance adjustment. Corlissa Hoffoss entertained a motion to approve June minutes. Betty Cunningham motioned and Aaron Leboeuf seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Corlissa Hoffoss entertained a motion to approve the agenda. Corlissa Hoffoss motioned and Linda Storer seconded

VI. BOARD MONITORING

1. Confirmation-Agreement Signatures

Tanya informed the board that every year they have to confirm with documented signatures that the board approves the policy manual. Everyone present signed the form.

VII. EXECUTIVE DIRECTOR REPORT

1. Global Executive Constraint

Tanya reviewed the policy with the board. Tanya informed the board that historically the Legislative Audit report is presented at this time, but the auditor is not done with the report. The report is nearing completion and will be available by either the next board meeting or the September meeting. Tanya informed the board that she would like to move the Executive Limit – Global Executive Constraint to when the Legislative Audit report will be due. Tanya presented the Escrow report to the board. She informed that this account holds unappropriated funds from collections over the self-generated revenue targets each year. Any use of unappropriated funds will have to be approved by the board. ImCal has not used any of these funds since its inception. There is currently $896,115 in the Escrow account. Tanya informed the board that she would like to present the Escrow report when she reports on the Financial Planning and Budgeting Executive Limit. This is normally due in January, but she requested to move it to the September meeting agenda to insure that the board is involved in the Financial Planning Process prior to budget development season. Betty Cunningham motioned to move Financial Planning and Budgeting and the Escrow report to the September agenda. Aaron Leboeuf seconded. Aaron Leboeuf inquired as to what the escrow funds can be used for. Tanya stated one-time funding, for example if the HVAC at Briscoe or one of the clinics goes out and there is no funding to fix it. Our Chief Financial Officer Melanie Jackson is currently looking to see how we can access the escrow funds.

1. Board Chair/Member meeting with LDH –Oct 17th

Last year, the Legislature revised the Act which governs the Local Governing Entities. The revised legislation requires that the Louisiana Department of Health hold annual meeting with all Executive Directors and their board chairs. This year’s meeting is scheduled for October 17th in Baton Rouge. Tanya informed that this meeting is mandatory for Executive Directors and Board Chairs, but invited all of the board members to attend.

1. Briscoe Contract Provider transition

Official transition has been made to Odyssey House Louisiana. They have hired all the employees who were employed with Pathways. They have kept all of the clients and worked well on the transition. The next step is implementing transitional beds.

VIII. NEW BUSINESS

Betty Cunningham asked about the opioid treatment program. Tanya stated the program is going well and we still have grant funding. We are screening for opioid abuse in all of our clinics. ImCal has purchased Narcan kits and is still working on the Sobering Center. Medicaid is now paying for methadone medication and the prevention unit is giving out prescription lock bags to protect medication.

ImCal is in direct contact with Office of Emergency Preparedness and is watching tropical storm Barry closely. Staff are being kept up to date.

 IX. NEXT MEETING-August 1, 2019

X. ADJOURNMENT

Corliss Hoffoss entertained a motion to adjourn the meeting. Betty Cunningham motioned and Linda Storer seconded. Meeting adjourned at 12:48pm.