Imperial Calcasieu Human Services Authority

Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

June 7, 2018

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:07pm noting a quorum was present.

II. ROLL CALL

a. Gordon Propst, appointed by Governor Edwards

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Angela Jouett, appointed by Cameron Parish

d. Aaron LeBoeuf, appointed by Calcasieu Parish

e. Betty Cunninham, appointed by Governor Edwards

f. Scott Morgan, appointed by Allen Parish

g. Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received May minutes prior to the meeting. Gordon Propst entertained a motion to approve the April minutes. Betty Cunningham motioned and Angela Jouett seconded. Minutes were unanimously approved.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the agenda. Aaron LeBoeuf motioned and Kristen Cassidy seconded.

VI. Board Monitoring

1. Agenda Planning

Tanya McGee stated the agenda planning is in reference to the policy manual and the items the board reviews each month. The policy governance manual is split into three areas and they are Executive Limitations, Governance Process and the Board-Executive Director Linkage. The policies are organized by policy type or month. Tanya states she does not have any recommendation for changing the current agenda schedule. Board members agreed to leave agenda as is.

1. Cost of Governance

Tanya informed the Board the cost of governance is board expenses such as travel and expenses for lunch meetings. Tanya advised the board that $362.10 of the mileage expenses is from FY17 that was not submitted timely so it came out the FY18’s budget. The cost of governance for FY18 is $2155.03.

1. Vote for Officers

Gordon Prospt reviewed the current slate of officers and they are:

Gordon Propst- Chairperson

Corlissa Hoffoss- Vice Chair

Aaron LeBoeuf- Treasurer

Betty Cunningham- Secretary

Angela Jouett motioned to re-elect the current officers by acclamation and Scott Morgan seconded.

1. Beauregard Parish Update

Tanya McGee stated the Betty Cunningham has officially vacated her Beauregard Parish seat and moved to a governor appointee. This leaves a vacancy in Beauregard Parish and per Act 78 this vacancy must be filled by a person with professional expertise in developmental disabilities. Betty Cunningham has a prospective member, however, it is unclear if she qualifies. Gordon Propst stated he will contact another prospective member from Beauregard Parish.

1. Executive Session to discuss ED merit

Prior to entering in executive session, Tanya reminded the board of the new Civil Service plan for all civil servants granting market adjustments. Tanya provided the board with information on ED salaries/credentials across the state.

Betty Cunningham made a motion to enter into executive session to discuss ED merit. Angela Jouett seconded. Tanya McGee and Nikki James excused themselves from the meeting at this time.

The open meeting reconvened. Gordon Propst entertained a motion to come out executive session. Betty Cunningham motioned and Kristen Cassidy seconded. Scott Morgan stated the board appreciates the work that Tanya does and has decided on a 7% increase effective July 1, 2018. Gordon Propst entertained a motion to approve a 7% salary increase with corresponding related benefits beginning July 1, 2018. Scott Morgan motioned and Corlissa Hoffoss seconded. Tanya McGee accepted the pay increase and thanked the board.

VII. EXECUTIVE DIRECTOR REPORT

a. Special Session- HB1

Tanya McGee stated that legislation just ended the first special session and at this time there are no cuts to the state general fund, however, a budget has still not been agreed upon. Senate finance restored LDH’s funds as the initial proposal called for drastic cuts to LDH. The goal is to take some cuts and at the same time increase revenue which is looking at sales tax. The governor is calling for a second special session. If no agreement is made the budget will go thru but will not maintain expenses.

b. Sulphur Update

Tanya McGee reports we have found another property in Sulphur. Some modifications are needed such as building wiring for data lines. The owner has agreed to split the cost to wire the building. The entire process is approximately sixty to ninety days. Anticipated opening is later this summer.

VIII. NEW BUSINESS

Tanya McGee reported the LDH Deputy Secretary Michelle Alletto and the Undersecretary Jeff Reynolds recently resigned. The new Deputy Secretary is Mark Thomas who was the Asst. Secretary for the OCDD. The new Undersecretary is Cindy Rives who worked with OBH in the financial department.

IX. NEXT MEETING—July 12, 2018

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Kristen Cassidy motioned and Aaron LeBoeuf seconded. Meeting adjourned at 12:58pm.