Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

May 9, 2017

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MINUTES

I. CALL TO ORDER

Gordon Propst, Chairperson called the meeting to order at 5:30pm noting that a quorum was present.

II. ROLL CALL

1. Gordon Propst, appointed by Calcasieu Parish
2. Corlissa Hoffoss, appointed by Governor Jindal
3. Scott Morgan, appointed by Allen Parish
4. Diana Hamilton, appointed by Governor Edwards
5. Angela Jouett, appointed by Cameron Parish
6. Aaron LeBoeuf, appointed by Governor Jindal
7. Betty Cunningham, appointed by Beauregard Parish
8. Christina Mehal, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Nikki James, Executive Assistant

III. INTRODUCTION OF GUESTS

Gordon Propst welcomed guest and invited them to introduce themselves. See attached sign-in sheet.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the May agenda. Betty Cunningham motioned and Scott Morgan seconded. Agenda unanimously approved.

VI. Board Monitoring

1. Emergency Ex. Dir. Succession

Tanya McGee stated she has to ensure protection of the board from a sudden loss of ED services. Tanya has appointed two other executives familiar with board and ED issues and processes and they are:

1. Paul Duguid, MPH

Chief Financial Officer

1. Jenny Mills, LCSW

Behavioral Health Division Director

Tanya is to report on Emergency Ex. Dir. Succession every three years or if something changes.

1. Chairperson’s Role

Tanya McGee reviewed the role of the board chairperson. The chairperson assures the integrity of the board’s process, and secondarily, occasionally represents the board to outside parties. Board members agreed to keep the policy as it is written.

1. Member’s Code of Conduct

Board members reviewed the code of conduct policy which confirms the member’s commitment to be ethical, businesslike, and lawful conduct, including proper us of authority and appropriate decorum when acting as board members. This policy also covers conflict of interest and the procedure to follow if a conflict is identified. Board members agreed to keep the policy as it is written.

1. Present Slate of Officers

Tanya advised the board the new officer nominations will take place in the June meeting. Tanya reviewed the current slate of officers who are:

Gordon Propst, Chairperson

Corlissa Hoffoss, Vice Chairperson

Betty Cunningham, Secretary

Aaron LeBoeuf, Treasurer

It is noted that Board member Christina Mehal presented to the meeting.

VII. EXECUTIVE DIRECTOR REPORT

1. Update on ImCal HSA Strategic Plan, Selected Initiatives

Tanya McGee provided the board with a copy of the five-year strategic plan to review. The strategic plan lists the mission, goals, strategies and performance indicators for administration, behavioral health and developmental disabilities. Tanya reported the performance indicators were established by the legislature prior to ImCal becoming a district. Tanya states ImCal will have an opportunity to expand the current plan to cover health care due to our ImHealthy program. Tanya stated the performance indicators that are included in the strategic plan are reported to the legislature on a quarterly basis.

1. Legislative Audit

Tanya McGee stated the Legislative Audit is currently scheduled to be reported on in the November meeting. ImCal just completed the audit and it was confirmed the audit will be completed the same time every two years from January -May. Tanya’s recommendation is to do a formal report of the audit in July. Gordon Propst entertained a motion to have the Legislative Audit report moved to July. Angela Jouett motioned and Aaron LeBoeuf seconded.

1. Senate Bill #58

Tanya McGee provided an update on Senate Bill#58 that was discussed in detail at the April meeting. Tanya reminded the board the intent of this bill is put all districts under one chapter of law. Tanya reports the bill has gone through Senate Health and Welfare, Senate Floor and is waiting to heard on Senate House and Welfare Committee. Tanya reports there have been several amendments which some are technical amendments that basically correct grammar and does not change the meaning of the bill. Tanya reports there are two big amendments added and they are:

1. **Board composition**- the goal is to add representatives from school based facilities and criminal justice system to the board. One of the recommendations is that all boards must have three professionals in that work in each of the disciplines of - behavioral health, addiction and developmental disabilities. In addition, you must have family member/advocate in all three disciplines. This would take up six members of the board. Prior to the amendment it was set up as and/or versus a must have. This could cause several conflicts for the board.

The ED’s are in agreement with having representation on the board from all parishes. It has been recommended to have an either/or situation with background in disciplines, representation from the criminal justice system, school system, healthcare & public finance. Senator Mills is redrafting an amendment to include recommended changes.

1. **Dedication of 10% of state general fund dollars to be dedicated to developmental disabilities Act 378 services**- Tanya reports if this passes it would cause significant cuts to services. Tanya states Act 378 services are funded differently in all districts. ImCal’s funds in are LINCAA which is outside of our budget, however, we are responsible for paying for services. The amendment says that each fiscal year every district shall allocate a minimum of 10% of their appropriated state general fund. ImCal would have to allocate $800,000 on top of the funds already paid for LINCAA. ImCal does not receive all of the appropriated funds due to yearly cuts. This would mean cuts to services for Imperial Calcasieu. Tanya will continue to monitor Senate Bill #58 and will send the board the talking points created by the executive directors.
2. Update on Tower Lease

Tanya reported the lease is signed with Hertz after approval from ImCal’s attorney. Construction process has started and ImCal is scheduled to move in on December 1, 2017.

VIII. NEW BUSINESS

Gordon Propst made the following motion:

Be it resolved: That the ImCal Human Services Authority Board of Directors extends its highest commendation and heartiest congratulations to the 2017 ImCal HSA employee of the year, Nikki James. Betty Cunningham motioned and Diana Hamilton seconded.

IX. NEXT MEETING—June 13, 2017

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Scott Morgan motioned and Diana Hamilton seconded. Meeting adjourned at 6:46pm.