Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

June 10, 2014, 6:00 PM – 8:00 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 6:02 PM noting that a quorum was present and Susan Dupont was expected. Susan arrived after the meeting began.

1. ROLL CALL

Board members in attendance.

* 1. Doug Hebert, Jr., appointed by Allen parish
  2. Clarence “Chris” Stewart, appointed by Governor Jindal
  3. Sandy Gay, appointed by Calcasieu Parish
  4. Patricia Farris, appointed by Beauregard Parish
  5. David Palay, appointed by Governor Jindal
  6. Christina Mehal, appointed by Jefferson Davis Parish
  7. Susan Dupont, appointed by Cameron Parish
  8. Shawn Sabelhaus, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. Paul Duguid, Chief Financial Officer

III. INTRODUCTION OF GUESTS

Doug Hebert welcomed the guests, who signed in on the attached sheet.

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IV. APPROVAL OF MINUTES

Chris Stewart moved that the May minutes be approved. Christina Mehal seconded the motion and it was unanimously passed by the Board.

V. APPROVAL OF AGENDA

David Palay moved that the agenda be approved. Patti Farris seconded the motion and the board agreed unanimously.

VI. MONITORING

Policy Review

1. Agenda Planning

Tanya stated that this policy statement, found on page 10 of the policy manual, was reviewed by the Board last August. The policy relates to how the Board reviews the monthly agenda according to each individual policy. Tanya is recommending a change within the agenda planning according to the ED Limitations, that Financial Condition & Activities be moved from September to August. The Board agreed with no further discussion. Doug entertained motion to amend the ED’s report of this policy to August. Chris seconded and it was unanimously passed by the Board.

1. Cost of Governance

Tanya reported to the Board the Cost of Governance for this 2013-2014 fiscal year. Cost of Governance included board members travel expenses currently totaling $793.56 and the Board Governance Agenda Tool Kits at a total cost of $221.91 equaling $1015.47. Paul informed the board of remaining travel expenses through June not yet accounted for. All expenditures are due by last full week of June, 26th in order to be processed in a timely manner prior to end of fiscal year.

1. Vote for Officers

Tanya suggested the Board review its By-Laws in regards to the process for electing new officers. She recited section 5.1 of the bylaws. The Board began the process to vote for officers and opened the floor for nominations.

David stated that the Board should respect Doug’s decision to step-down as Chairperson; however, unless Doug has an objection himself, David urges the continuation of Doug’s office as Chairperson. The Board agreed and no further nominations were made. David Palay nominated Doug Hebert to serve as ImCal HSA Board Chairperson.

The Board agreed for Susan to continue serving her elected office as Vice Chairperson. Susan stated that her availability will be more flexible for the coming year. Chris Stewart nominated Susan Dupont to serve as ImCal HSA Board Vice Chairperson.

David Palay thanked Sandy for her extreme hard work and the Board followed in with much appreciation. Tanya offered any further assistance from the Executive staff as Alayna Patterson, Executive Assistant continues with board minutes and maintaining the Boards & Commissions website. This entitles Sandy to continue strictly with limited mandatory duties, such as signing required Board documentation. Christina Mehal offered to accept the office in the event Sandy is unable to fulfill such duties. Susan Dupont nominated Sandra Gay to serve as ImCal HSA Board Secretary.

The Board agreed for Chris to continue serving his role as elected office as Treasurer. Patricia Farris nominated Chris Stewart to serve as ImCal HSA Board Treasurer.

The board unanimously approved all nominations on the floor.

VII. EXECUTIVE DIRECTOR REPORT

Tanya reviewed the two contracts pending approval- Pathways and Education and Treatment Council (ETC). Tanya requested the Board’s approval on the following two contracts as specified in the ImCal HSA Contract Policy requiring Board consent for contracts over $250,000.

1. Pathways Contract – requires board approval

Prior to this meeting, Tanya provided to the Board the Request for Proposal (RFP) and the two bid responses received for Briscoe Treatment Center Bid Award. This current contract is for a 46 bed unit, but ImCal HSA is only contracting for 30 beds. The present contractor for Briscoe, Cenikor Foundation, Inc. was also running Jeff Davis Addictive Disorders Clinic (JDADC) as a satellite clinic. Since Cenikor was not awarded the bid to continue services for Briscoe they retracted their contracting services for JCADC. Tanya approached Pathways with the proposal to run JDADC as well to which they gladly accepted. Pathways is currently in transition mode with property, Human Resources and staffing. There will be no break in services. Doug Hebert entertained motion to approve Pathways contract in the amount of $1.4 million effective July 1, 2014. Chris Stewart made motion to accept the Pathways contract approval. Susan Dupont seconded the motion and it was unanimously passed by the Board.

1. Education & Treatment Council (ETC) contract – requires board approval

Tanya provided the Board with information about ETC at last month’s meeting and also sent the RFP to the board members via email. ETC provides services for children and youth such as, respite care; Harbor House; family therapy; case management, etc. A clinical review, corporate compliance review and financial review were completed to ensure bid was responsive to the RFP which it exceeded.

This contract, compared to Pathways will be effective for one year as opposed to the three years due to the process of implementing a Coordinated System of Care in our District. This coordinated system of care is specifically for children with Medicaid who are at risk or out of home-placement. Tanya is unsure as to how this system of services will operate but, CSOC will be offering similar services as stated in our ETC contract. Shawn Sabelhaus asked if there is a requirement for a competitive bid. Tanya assured the Board that this bid met all requirements according to the Public Bid Law. Doug asked what the total amount of this ETC contract amount which Paul confirmed is an estimated range of $370,000.

David Palay raised concern that only one bid was received. He further opened the discussion by stating, what and how a question is presented sometimes determines the answer received. Doug Hebert entertain motion to approve the recommendation of the Executive Staff to approve the ETC contract. Sandy Gay made motion and Shawn Sabelhaus seconded. It was unanimously passed by the Board.

1. Update on Nepenthe House contract

Tanya provided an update for the 16 bed male halfway house where the Executive Director (ED) left unexpected and the facility is dealing with financial loss. Chris Stewart, as the past ED is volunteering his time as part-time. The ImCal Executive Staff have met with Nepenthe’s Board and it’s been determined that they are not financial viable to continue contracting services for next fiscal year. Tanya informed the ImCal Board of two potential opportunities according to the stipulations of an annual external audit: 1) shutdown services until Matthew 25:40 is financially stable or 2) have another provider contract out services. This would raise issue to the fact that the building that Nepenthe House utilizes is an old church that was donated by the Diocese of Lake Charles. The Diocese Act of Donation specifically states that Matthew 25:40 cannot lease the building out to anyone.

Tanya is meeting with Carol Giles, Board Chairperson of Matthew 25:40 to propose that ImCal HSA continue to provide services needed for Nepenthe House. Susan asked about the program and services provided through Nepenthe House program. Chris stated that many of the clients are required to complete this transitional program by court order. The program helps the clients gain education, employment, continued treatment and additional needed responsibilities to prepare and put them back in their communities as productive members of society.

VIII. NEW BUSINESS

Tanya notified the Board of recent change within the Executive Management Team. ImCal’s new Human Resource Director is Gizzatta Johnson who came from Moss Regional as a Human Resources Specialist.

Tanya and Paul met with a local website designer earlier today and he is assisting with creating an ImCal HSA webpage. Two week timeline for a template and approximately five weeks for an active website.

David also provided a tip that the American Press publishes all public meetings and asked that the Executive Team research and have ImCal Board meetings listed..

IX. BOARD EVALUATION

The Board expressed satisfaction at the meeting.

X. NEXT MEETING

The next meeting is scheduled for Tuesday, July 8, 2014, at 6:00 PM.

XI. ADJOURNMENT

The meeting was adjourned at 6:50 PM.