Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

November 18, 2014, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

 Doug Hebert called the meeting to order at 5:31 PM noting that a quorum was present.

1. ROLL CALL

Board members in attendance.

a. Doug Hebert, Jr., appointed by Allen parish

b. Clarence “Chris” Stewart, appointed by Governor Jindal

c. David Palay, appointed by Governor Jindal

d. Susan Dupont, appointed by Cameron Parish

e. Patricia Farris, appointed by Beauregard Parish

f. Shawn Sabelhaus, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Alayna Patterson, Executive Assistant

c. Paul Duguid, Chief Financial Officer

1. INTRODUCTION OF GUESTS

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

1. APPROVAL OF MINUTES

Doug entertained motion to approve the October minutes the Board received via email prior to today’s meeting. Chris Stewart made motion and Susan Dupont seconded. The minutes were unanimously approved as written.

1. APPROVAL OF AGENDA

 Doug Hebert entertained motion to approve the November agenda. David Palay motioned and Susan Dupont seconded. The agenda was unanimously approved as written.

1. BOARD MONITORING
2. Global Executive Constraint

Tanya moved this Executive Limitations from the Executive Director Report to Board Monitoring for this meeting because a formal Legislative Audit report is not available at this time. Tanya stated that ImCal has not yet had a Legislative Audit but will have one scheduled by this time next year. Tanya informed the Board that Legislative Audit reports are conducted every two years, and suggested to change this policy review from annual to every two years. The Board agreed to review again next year following the initial legislative report then proceed with making motion at that time.

1. Communication & Support

This Executive Limitation is to ensure efficient board monitoring through accurate communication and support from the ED. No changes to this policy.

1. Monitoring of Executive Director

The Board Executive Director Linkage (pg. 20) Policy states the way the Board evaluates the Executive Director’s performance. Each time the Executive Director reports on an Executive Limitation Policy, i.e. treatment, satisfaction, budget, contracts, etc. the Board completes an Executive Director Evaluation form. In February, the board is to complete an overall annual evaluation. In April, the Board is to move into Executive succession to decide if the ED’s performance is favorable and warrants a merit increase. Alayna Patterson, Executive Assistant is the repository of this information.

David Palay stated the result of this process is disjointed and rushed. Tanya added that as a recipient she would appreciate a formal, written approach in terms of specific work behaviors and outcomes similar to ImCal staff evaluations. Doug Hebert appointed David Palay to chair an ED monitoring committee. Tanya will provide the Board with the ImCal Employee evaluation forms that the board can use as a guide, as well as her job description.

D. Holiday Social

Tanya invited the Board to the 2nd Annual ImCal HSA Staff Christmas Party, December 13th at the American Legion Post #1 in Lake Charles, La. Alayna will send Board members the formal invite. The Board decided to have their Christmas social after the December 9th meeting. Board members offered to bring a dish or dessert. Alayna will send out an email to coordinate the menu.

1. EXECUTIVE DIRECTOR REPORT
2. CPPJ Community Services Block Grant

ImCal HSA recently attended a roundtable meeting hosted the CPPJ Human Services Department. Tarek Polite chairs this department which is partially funded by a Community Services Federal Block Grant to provide community assistance; i.e. blanket drives and bill-pay assistance, to indigent population.

CPPJ Human Services Department requested for invited non-profit organizations who attended the Roundtable event to submit bid proposals for access to these funds. The Executive Management Team decided on the following two proposals that Tanya and Paul will submit on Friday.

1. ***Integrated Primary Care-*** Research and statistics have proven individuals diagnosed with severe mental illness die on average 25 yrs of age and 68% of individuals diagnosed with a substance abuse or mental illness have an additional co-occurring chronic disorder. This bid proposal request would fund the build out of two medical exam rooms at LCBHC in Calcasieu Parish. Tanya would like to eventually create a model of this program to mirror in surrounding parish clinics. Tanya encouraged Board members from surrounding parishes to talk with their local Parish Police Jury regarding a similar grant proposal.
2. ***Applied Behavior Analysis Program (ABA) -*** The Applied Behavior Analysis program is under State Medicaid Plan to reimburse services for individuals with Autism. The McNeese Autism program is one of the few who serves the Medicaid population. They unfortunately turned away 38 families due to the high expense of the evaluation that families can’t afford. The cost of this extensive evaluation testing ranges from $300-$2000. The bid proposal is to fund up to 20 families to receive this evaluation. ImCal has received confirmation from a Lafayette Psychologist who has agreed to travel to our Developmental Disability Division (DD) to complete these evaluations at a cost of $500/each. McNeese has agreed to accept any child who meets qualifications determined by evaluator. The benefit of this program will be the long-term continue of care for these children.
3. ImCal HSA Legal Counsel

ImCal is currently in process of contracting with Jo Anna Hennig from Baton Rouge, Louisiana to serve as legal counsel for the district. She is retired from DHH with experience in Public Law, Civil Service Law, Contracts and Title 38/39. An initial trial contract will be set up for January 1st through June 30th, $175/hr for an average of 5 hrs/month. She also serves as legal counsel for 2 other districts. Paul Duguid stated that she will divide billing accordingly for any documents she reviews that effects other Districts.

1. DHH Contract

Legislation requires a contract with DHH which states specific relationship and responsibilities of DHH and ImCal HSA. The Executive Directors around the state have been working with DHH for over a year finalizing this contract. Tanya will send out the final draft to board members for their review.

1. NEW BUSINESS

Tanya opened the discussion regarding term-outs for Shawn Sabelhaus, Governor Appointee and recent resignation from Sandra Gay, Calcasieu Parish Appointee.

Shawn is the Governor Appointee with experience in Business Enterprise but doesn’t think he is able to hold a strong voice from Public Financing aspect. Sandy sent an email to the Board prior to the meeting today about her potentially stepping-down. Tanya put together a list of prospective members that she provided to the Board. She asked Board for recommendations and to review the list for any person of conflict. Shawn stated he had someone in mind and he will contact them for a confirmation of interest. Tanya will contact those on the list and let the board know of anyone who is interested.

1. NEXT MEETING – December 9, 2014 with Christmas Social to follow

1. ADJOURNMENT

 Doug entertained motion to adjourn meeting at 6:37 PM. David Palay made motion to adjourn and Patti Farris seconded motion.