Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

April 9, 2015 5:30 – 7:30 PM

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AGENDA

1. CALL TO ORDER

Doug Hebert called meeting to order at 5:35 noting that a quorum was present.

1. ROLL CALL
   1. Doug Hebert, Jr., appointed by Allen Parish
   2. Clarence “Chris” Stewart, appointed by Governor Jindal
   3. David Palay, appointed by Governor Jindal
   4. Christina Mehal, appointed by Jefferson Davis Parish
   5. Gordon Propst, appointed by Calcasieu Parish
   6. Aaron LeBoeuf, appointed by Governor Jindal
   7. Patricia Farris, appointed by Beauregard Parish

Absent: Susan Dupont, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Paul DuGuid, Chief Financial Officer

c. Nikki James, Executive Assistant

1. INTRODUCTION OF GUESTS

Doug Hebert welcomed and introduced our scheduled guest, Judge Robert Wyatt, 14th St Judicial Court and Dickey Tanous, Director of CSI. Doug Hebert other guest and invited them to introduce themselves. See attached sign-in sheet.

Doug Hebert and board members welcomed the newest member Mr. Aaron LeBoeuf.

1. APPROVAL OF MINUTES

Doug Hebert entertained a motion to approve the February minutes the Board received via email prior to this meeting. Chris Stewart motioned and Gordon Propst seconded. It was approved unanimously as written.

1. APPROVAL OF AGENDA

Doug Hebert entertained a motion to approve the April agenda. Chris Stewart motioned and Gordon Prospt seconded. It was approved unanimously as written.

1. Mental Health Court- Judge Wyatt & Dickey Tanous

Judge Wyatt began by thanking ImCal for providing funding for the Mental Health Court program. He provided a handout to show from a functional standpoint how the program is going. Judge Wyatt reports since 10/6/2013, 1 out of 4 clients are accepted. Mental Health Court has received over 87 referrals with 85% continuing in the program towards successful completion. Seventy-three percent of all the referrals received have co-occurring disorders.. Mental Health Court program has four phases.

Judge Wyatt is still in need of ImCal support regarding financing for the program. He is still trying to gain funding from the Supreme Court. In June 2014, Judge Wyatt created a partnership with his District Court, the DA’s office and Calcasieu Parish Sheriff’s office. Judge Wyatt will be meeting with his partners about funding for another year outside of the funding received by ImCal. David Palay asked questions regarding the numbers of individuals served prior to and post ImCal funding, as well as whether this program could serve other parishes in ImCal district. Judge Wyatt is willing to coordinate with Judges in other parishes if they would like a similar program in their court. Judge Wyatt ended by thanking ImCal Board for all that is done for Mental Health Court.

VII. MONITORING

a. Policy Review

* + - Board comments on ED performance

Doug Hebert thanked Tanya for the great job she did at the ImCal Annual Forum. David Palay reviewed the ImCal Board Member Worksheet. The general idea of this form is that the evaluation of the ED’s performance be driven by the topics addressed in the meetings and core to that effort is a focus upon board member participation and the extent to which the ED is responding to the boards level of participation. The worksheet would be sent to board members at varying times depending on which topics are coming up for discussions. The goal is to have board members review topic information before the board meeting. This would allow the board time to prepare any questions they may have. Board members are asked to review proposed form and provide any additional input at the next board meeting. Tanya McGee stated she would like to receive effective criticism of what she could do better to serve the board and believes the worksheet will also more engage the board to what ImCal is doing.

* + - Retreat for Board Development

The Board did not have a retreat last year. Tanya reminded members of deciding to have a board retreat every few years when new members come aboard. We currently have two new board members. Chris Stewart made the suggestion of possibly having a ½ day retreat for new members. Christina Mehal suggested retreat discussing policy and expectations of board members. Board members ultimately agreed to have a retreat to discuss the topics mentioned but to also talk about how the board can grow to avoid the board becoming stagnant. The retreat will be held late summer. Tanya will do research on speakers and report findings to the board. Patti would like to see numbers on productivity and revenue since the consolidation of Allen and Beauregard. Tanya will prepare reports showing productivity and revenue numbers for July’s meeting..

David Palay announced he is looking to leave the board in the near future. David Palay recommended Corlissa Hoffoss to replace him.

* + - Election for the Office of Secretary

Doug Hebert reminded board members we are in need of a secretary since the resignation of Sandra Gay. Tanya McGee reviewed the duties of the secretary. Chris Stewart who serves as treasurer would like to pass this position on to someone with a financial background. Tanya reviewed the responsibilities of the treasurer with the board members. Chris Stewart resigned as treasurer. Doug Palay entertained a motion to elect Aaron LeBoeuf as treasurer of the board. David Palay motioned and Christina Mehal seconded. Doug Hebert entertained a motion to elect Chris Stewart as secretary. Gordon Propst motioned and David Palay seconded. Selections approved by unanimous vote.

* + - Executive Session to discuss ED merit

Tanya recommended that this be moved to June meeting to fall in line with ImCal evaluation period for all staff. Doug entertained a motion to move Executive Session to discuss ED merit to June. Chris Stewart motioned and David Palay seconded. It was unanimously passed by the board.

1. EXECUTIVE DIRECTOR REPORT
   1. Executive Limitations

* Compensation & Benefits

Four components of this Executive Limit:

* Fail to comply with all applicable Louiana State Civil Service Provisions.
* Fail to ensure that the Board is informed of the percentage of employee turn-over within the authority.
* Fail to advise the Board of information affecting this policy.
* Fail to advise the Board if compensation and benefits are adversely affecting the operation of the authority

Tanya informed the Board that ImCal HSA is in compliance with all Civil Service provisions with respect to employment. Tanya provided the board with a turnover report which included the reason numbers and reason for turnover and whether position was filled. Overall turn-over for staff this year was a total of 26%. An increase in turn-over from last year was expected due to changes within in the divisions and staff accountability and performance being addressed. This includes two resignations within Administration, nine resignations, three retirements, 1 layoff, 5 terminations and 1 transfer within BH division, and 1 resignation and 1 retirement within the DD division. Since last year there have been no reports to Civil Service regarding anything being done outside of applicable provisions of Civil Service law.

b. Legislative Session

Legislative Session starts next Monday. Tanya attended presentation of HB1 which is the executive budget to the House Appropriations Committee and will attend next week for the Senate Finance Committee. Imcal is tracking bills that affect Mental Health, Developmental Disabilities and Addictive Disorders. ImCal received notice of a budget revision with a $244,000 GEMS reduction for FY 16. DOA enacted a Government Efficiency Management System and is reducing all agencies budgets will the expectation that savings will occur. Many of the cost saving measures instituted by DOA do not apply to the districts. Tanya and other EDs will be discussing this with DHH at next HSIC meeting.

c. 5-year Strategic Plan

Every entity that receives state and federal funding is required to create a 5-year strategic plan. This plan is tied to our budget and operational plan which includes already established performance indicators. ImCal has been under the OBH and OCDD plan for a year. Goals and objectives specific to the district are already agreed upon through Legislative Process. Tanya would like to format a strategic plan in addition to what is required through DOA that will fit ImCals vision of where we want to see ourselves in the next five years. Tanya will draft DOA Strategic Plan for Board to review before May meeting and over next year board will work on Imcal visionary plan that will coincide with the 5 year plan.

IX. NEW BUSINESS

a. Board has decided to have a general email set up on the ImCal Website for each board member and one standard phone number for the community.

b. Tanya will be on vacation for the June 9th meeting. Paul DuGuid will fill in for

Tanya.

c. David requested follow-up report on Developmental Disability Eligibility determinations. Tanya will work with OCDD and provide report for July’s meeting.

X. NEXT MEETING -- May 12, 2015

XI. ADJOURNMENT

Doug entertained motion to adjourn meeting at 7:54. Chris Stewart made motion

and Patti seconded.