Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

August 20, 2013, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Susan Dupont called meeting to order at 5:40pm.

1. ROLL CALL

All board members were in attendance with exception of Doug Hebert and Patty Farris. Chris Stewart came in after roll call was completed.

* 1. Sandy Gay, appointed by Calcasieu Parish
	2. Shawn Sabelhaus, appointed by Governor Jindal
	3. Susan Dupont, appointed by Cameron Parish
	4. Christina Mehal, appointed by Jefferson Davis Parish
	5. David Palay, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant

III. INTRODUCTION OF GUESTS

 Susan Dupont welcomed guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

The July minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

Agenda was approved with the exception that New Business was added after the Executive Director report.

VI. MONITORING

a. Policy Review

No Board Governance process policies to review.

b. Board Business

Revisions to Policy Governance Manual- David Palay & Sandy Gay

The board reviewed the new policy manual that was revised based on ideas from David Britt training and suggested notes at the last meeting. Sandy sent out an email prior to the meeting with stated changes highlighted in yellow and notes in blue. Tanya McGee requested that she be stated as Executive Director on the title page. Rusty Semon addressed areas of the revised policy for clarification in which the Board agreed and the following modifications were made:

Governance Process: Emergency ED Succession #5 “*The Board will ensure that those staff who may be appointed to Interim Director will be cross trained so they will be able to assume the position..*”

Executive Limitations: Emergency ED Succession #6 “*The Interim ED will not fail to report to the Board of additional assistance is needed in the absence of the ED*.”

Board-Executive Director Linkage: Delegation to the Executive Director #2 “*The Board will develop policies that limit the latitude the ED may exercise in choosing organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Executive Limits. As long as the ED uses any reasonable interpretation, as determined by the Board, of ENDS and Executive Limits, the ED is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.*

ENDS Statement was duplicated in two areas of Board Governance Manual. Board agreed to remove it from Appendix E (pg. 36). Tanya McGee addressed removal of Appendix G: Board Compliance Monitoring Tool now that Board Evaluation is a monthly agenda item and the form is not utilized.

David moved that the Board accept the revised board governance manual as modified in tonight’s meeting so that it can be utilized in Phase II assessment. Chris Stewart seconded the motion. It was passed unanimously by the Board.

VII. PHASE II ASSESSMENT – Russell Semon

Phase II assessment has two primary elements, board development of their Ends and ED identification of policies with a focus on authority of the LGE. The assessment focuses on how the board has maintained what was done for Phase I and the process for developing the Ends Statement (inclusion of Owners feedback) as well as a review of basic operational policies and ensuring that they document the authority of the LGE. Rusty suggested identifying who will be present specific elements for the assessment, 1) Someone to describe the process leading up to phase I  (bylaws, governing policies, board recruitment, etc.) 2) Someone to describe the orientation process for the ED, orientation process for new board members (succession plan), 3) Someone to describe how Policy Governance (ED reports on Executive Limits, review of Governance Policies, monitoring tools, etc.) is implemented, and 3) Someone to describe the process for developing the ENDs. All board members are invited to be present, and officers are required to attend. Some of the ImCal HSA Executive Management Team members will be present as well.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Treatment of Consumers

ImCal is currently following DD and BH policy and procedures in measuring client satisfaction and client complaint tracking. Tanya provided the Board with the BH C’est Bon report from 2012 and the National Core Indicators (NCI) report for Developmental Disabilities. This is a composite report which compares percentages of other community areas.

Tanya also discussed the block grant customer service report for substance abuse treatment that is a client satisfaction survey submitted to state office quarterly. Tanya requested feedback from the board on future reporting requirements and suggested providing treatment of consumer’s summary reports from BH and DD, with the caveat that she can report more in detail if questions arise specific to the data from these reports. Reports on complaints and grievances, depends on level of severity or specific trends vs each individual complaint. David Palay suggested that Tanya provide an annual national standard treatment of consumers report and include any creative ideas she may have.

* Ends Focus of Grants or Contracts

This policy ensures that all contract and grant arrangements emphasize primarily the production of ENDS and the avoidance of unacceptable MEANS. Performance indicators and the outcome measures of contracts are conducted quarterly with a composite report at the end of the fiscal year, June 30. Tanya will distribute this contract information for the Board to review. The Board will review contractor performance feedback in August meeting before Tanya begins contract negotiations in December for next FY.

1. ImCal HSA Logo Design

The Board reviewed three designs created for ImCal HSA. Tanya reminded the board that these are only ideas and will be finalized by a professional designer. The Board liked the concept of Imperial Calcasieu Human Services Authority with cypress tree logo, but suggested to change eagle. David Palay moved that the design be recommended by the Board. Shawn Sabelhaus seconded the motion and the Board voted unanimously in favor of the motion. The next step is to have designer draft up actual logo with tag line and represent to Board for final approval.

IX. BOARD EVALUATION

 David Palay commented on Sandy Gay’s dedication to the policy manual.

 X. NEXT MEETING – September 10, 2013

XI. ADJOURNMENT

