Imperial Calcasieu Human Services Authority

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

August 21, 2012, 5:30-6:30

1. ROLE OF MEMBERS
   1. Mr. Doug Hebert, Jr., appointed by Allen Parish.
   2. Clarence “Chris” Stewart, appointed by Governor Jindal
   3. Mrs. Susan Dupont, appointed by Cameron Parish
   4. Mrs. Sandy Gay, appointed by Calcasieu Parish
   5. Ms. Christina Mehal, appointed by Jefferson Davis Parish

Absent

1. Mrs. Patti Farris, appointed by Beauregard Parish
2. Mr. Shawn Sabelhaus, appointed by Governor Jindal
3. Mr. David Palay, appointed by Governor Jindal

Guests

1. Mrs. Tanya McGee
2. Mr. Russell Semon, OBH, Liaison with Department of Health and Hospitals
3. Mr. Gordon Provost, Robinswood School
4. Mr. James Lewis, OCDD, Region V
5. Mrs. Theresa VanAsselberg, support parent, Region 5
6. Dr. Patrick Hayes, Medical director, Region 5
7. Dr. Vidashi Babber, Physician, Region 5
8. Mrs. Adele Mart, CPPJ Human Services
9. Mrs. Susan Fry, OBH Regional Administrator

Call to order.

Doug Hebert, Chair, called the meeting to order and noted that a quorum of the membership is present.

1. APPROVAL OF JULY MINUTES

Chris Stewart moved to accept the minutes, Susan Dupont seconded the motion. The motion passed unanimously.

1. NEXT STEPS REQUIRED FOR THE BOARD

Doug Hebert turned the meeting over to Russell Semon to take the Board through the next steps required for Phase II.

Russell Semon provided the board with a draft work plan designed to facilitate the Board’s activities, action steps as they work through the readiness requirements for Phase II of the Board’s development. The purpose of Phase II is to continue the progress made during Phase I and building on these successes, develop the ENDs for the District, participate in strategic planning process, further develop “owner” participation, feedback, and implement evaluation of governance and executive limitations. Mr. Semon reported that there is often a tendency to think that once Phase I has been completed and the Executive Director is hired, that the work shifts to the Executive Director, which ignores the important work of governance that is the responsibility of the Board. The Board needs to have a very clear understanding of their role, the role and expectations of the Executive Director and how they work together to establish the system of leadership for the district. We have completed the initial level of board development (bylaws, governance policies, community involvement /orientation) and now it is build on the work previously completed, implementing the process developed, approved.

1. Executive Director Orientation

One of the first things is to clarify expectations of the Board for the Executive Director. Tanya’s work with the board as they completed Phase I, and documentation of her participation will make the orientation process easier and the Board still needs to review the Orientation components, documenting their review.

Russell referred the Board to a document he had emailed to the Board “ImCal Executive Director Orientation Draft.” This is a draft checklist that identifies areas of orientatioin for the Executive Director. The Board is primarily responsible for the first section and it is this section that Ms. McGee’s prior work with the Board may be helpful in streamlining. The second section can be completed by DHH Program Office staff and Ms. McGee. Again, Ms. McGee’s experience working with OBH will make this process a bit easier as well. As noted there will likely be a need for a more comprehensive orientation to the Developmental Disabilities program office. Russell Semon, DHH Liaison, will Russell assure ongoing orientation to the third section of the orientation checklist as well as providing input and monitoring the first two sections. Russell cautioned that the orientation didn’t need to be overlooked, because of the ED’s experience and prior working relationship with the board and that the checklist components need to be reviewed thoroughly..

When it is unclear as to whose responsibility certain tasks are, it is the responsibility of the Board to make that determination in light of the Governance Policies, Bylaws, and in keeping with Policy Governance principles. A recent example was cited. The issue of submitting travel expense forms on behalf of the Board came up via e-mail prior to this Board meeting. Russell Semon asked the Board if submitting travel expenses, was really the job of the Executive Director ? Or, given that this was an operational issue of the Board, would this not be more appropriately handled by the Board secretary ? Russell pointed out that clarifying governance and operational issues (Board operations vs. District Operations) will be extremely important as the Board moves forward.

Doug Hebert appointed a committee consisting of Sandy Gay, Chair, Chris Stewart and Doug Hebert to meet with Tanya for this orientation. Sandy agreed to go through the minutes to document the deliberations regarding the policy manual and Tanya’s presence at those meetings. The committee will meet at the Office of Behavioral Health on Thursday, September 13, 2012, at 10:00 AM. The Committee will provide a report of the results of this meeting to the Board.

1. Phase II Development Requirements

The agenda listed three things under development requirements: (a) Maintain adherence to Governance Process / Policies; (b) Strategic Planning, System of Care Model, Development of Ends; and (c) Identification/development of specific operational policies.

In the discussion requirements, the following points were made:

* There is a need for the minutes to be posted on the DHH web site. Russell offered to post past minutes when Sandy forwards the minutes to him.
* The policy manual identifies the topics for the Board to review certain policy statements each month. The topics identified for August were (1) Treatment of Consumers and (2) Ends Focus of Grants or Contracts (p.38 of policy manual). While the Board was not able to address those topics at this meeting, it will be the ordinary procedure to follow the board agendas identified in the policy manual.
* The assessment for Phase II will track the progress made on policies approved during Phase I. In the assessment of Phase I several suggestions were made by the team and the team for Phase II will refer back to those suggestions.
* The question of whether amended by-laws needed to be signed was addressed. Doug reported that the original by-laws give the authority to the board to amend the by-laws so there is no need to sign the amendment. The minutes need to reflect that the by-laws were amended.
* Russell asked if the board had elected a treasurer. Doug reported that Shawn Sabelhaus had been asked to serve as treasurer but his company, Edward Jones, had refused to allow him to serve in that capacity. No further action has been taken, but the election of a treasurer will be on the agenda for September.
* Russell asked if all board members had completed the ethics training and some reported they had not. All board members are to complete that training and are asked to print out the verification and forward it to Sandy Gay Secretary.
* As the Board works through the components of the Phase II development process, Russell will be available for support and assistance.
* Russell pointed out that a Phase I assessment letter suggested additional training for the board regarding policy governance. He reported that funds allotted to the district can be used to provide that training. He also noted that Jefferson Parish has such a training planned and if they made any slots available, he would let the Board members know if they were interested in attending. Russell will also research possible presenters and bring suggestions to the Board in September.
* Tanya will be reporting per the Policy Governance Executive Limitations policies at future board meetings and it is very important that all understand those policies.
* There is a need to develop a process for involving the community as stakeholders.

1. UPDATE BY EXECUTIVE DIRECTOR

Tanya McGee reported that both Office of Behavioral Health and Office of Developmental Disorders have been very gracious in allowing her to stay in her office and use the equipment she has been using at no expense to the district. She has formed a transitional team with the leadership of both offices to facilitate this transition. The district has been allocated $233,000 in transitional funds to cover Tanya’s salary and other administrative expenses required.

Tanya will be attending meetings in Baton Rouge of executive directors of other districts and the Secretary of the Department. She does not have voting rights yet since the district is still in formation but the other directors have been very welcoming and helpful.

Tanya presented a work plan for her role as Executive Director to the board which included the following objectives:

* 1. Complete Executive Director orientation which included these tasks:
     1. ImCal HSA board orientation.
     2. Region V OBH and OCDD orientation process
     3. LGE orientation process
  2. Development of operation policies and organizational structure of ImCal HSA for completion of Phase II readiness assessment.
     1. Develop Region V Transitional Team made up of current Region V Program Office Executive Management Staff
     2. Development of organizational structure of ImCal HSA
     3. Development of ImCal HSA operational policies in accordance with Human Services Accountability as they relate to: financial controls, clinical protocols, human resources, legal resources, purchasing, contracting, outcome measures.
  3. Work collaboratively with DHH in activities at regional and state levels.
     1. Participate in local OBH and OCDD activities.
     2. Participate in Human Interagency Service Council.
     3. Participate and FY 14 budget development process with DHH.
  4. Assist ImCal Board of Directors in continued board development and community stakeholders activities.

Tanya thanked the Board for supporting her planned vacation from Sunday, August 26 to September 5, 2012.

1. OTHER BUSINESS

Regarding travel vouchers, Susan Dupont has been helping those who submit the vouchers and volunteered to continue to be of assistance. It was agreed vouchers will be submitted quarterly and Susan will bring completed forms to Doug to sign off as Chair at the regular meeting.

Regular meetings are presently scheduled for the second Tuesday of the month. Russell has an ongoing conflict (providing TA to another LGE board) on that Tuesday. The September meeting will be scheduled for the third Tuesday of the month and the question of permanently moving the meetings to the third Tuesday will be an issue for the agenda.

1. NEXT MEETING – September 18, 2012, 6:30 OBH Office

Agenda

Election of treasurer

Report from committee on orientation of Executive Director.

Moving meeting to the third Tuesday of the month.

Report from Russell on possibilities for board training

Discussion regarding Draft Board Workplan.

Report from Executive Director

Topics for September according to Policy Governance Manual

Financial Condition and Activities

Global Government Commitment

Governance Style

Board Job Description

Ends Statement

1. ADJOURN

Ms. Christina Mehal moved that the meeting be adjourned. Chris Stewart seconded the motion which passed unanimously.