Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

February 18, 2014, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

 Doug Hebert called meeting to order at 5:38pm

1. ROLL CAL

 Board members in attendance. Christina Mehal came in after roll call.

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

ABSENT

Susan Dupont, appointed by Cameron Parish

 EXECUTIVE STAFF PRESENT

 a. Tanya McGee, Executive Director

 b. Alayna Patterson, Executive Assistant

 c. Paul Duguid, CFO

III. INTRODUCTION OF GUESTS

 Doug Hebert welcomed guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

 The January minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

 The February agenda was approved unanimously as written.

VI. MONITORING

1. Policy Review
* Solicit comments on ED performance

Tanya McGee referenced the Board Governance Policy Manual (pg. 28) to remind Board members of the established process for monitoring the performance of the executive director. Board members complete the Policy Gov. Executive Limitations evaluation form anytime Tanya provides a report on a policy. Then on an annual basis the board completes the “compiled comments” form (pg. 31) of the Executive Director Evaluation section. Doug Hebert and David Palay both agree these forms should be submitted directly to Alayna Patterson, Executive Assistant before or on the day of the scheduled March meeting.

Doug suggested that Alayna complete the performance evaluation report (pg.32-34) of the Governance Manual based on individual member’s comments. David Palay moved that Doug suggestion be adopted, Shawn Sabelhaus seconded the motion and the Board voted unanimously to adopt the suggestion. The Board will review overall comments and determine if ED meets requirements for a merit increase during Executive Session in April. If Board does approve Tanya’s merit increase she informed the Board that she may or may not accept it, depending on whether the district has enough in the budget to provide all ImCal employees a merit raise.

1. Phase III Assessment

 Rusty confirmed that the Phase III Assessment is scheduled for March 18th at ImCal HSA Administration office, 3505 5th Avenue, Suite B. Assessment beginning at 3:30pm followed by regular board meeting following at 5:30pm.

VII. EXECUTIVE DIRECTOR REPORT

1. Suggested change in board agenda

 re: Treatment of Consumers report

Tanya recommended moving this report to February. Doug entertained a motion to move from August to February as stated in the Board Agenda calendar. Chris made the motion, Christina Mehal seconded and it was unanimously passed by the Board.

1. Update on Legislative Session & HB1

Legislative Session begins March 10th. There is nothing specific in terms of direct services. There is a Developmental Disabilities bill to expand waiver slots.

House Bill 1 contains the executive budget. Although Jindal increased the salary budget to provide for merit increases for state employees, the related benefits budget was not increased so in order for the merit increase to be feasible it would involve a cut in funding for services. Looking at a $400,000 budget reduction. Christina questioned whether Magellan would no longer cover billing services. Tanya assured Magellan is still under contract.

1. Board decision regarding the Budget report

Paul and the fiscal staff provided a more in depth expenditure report last month. Currently Paul is working with DHH to get a better understanding of the district’s revenue. The new Electronic Health Record (EHR) allows third party billing. A new billing specialist has been hired and an in-house billing staff to assist the staff.

Tanya informed the Board of new processes as a way to ensure productivity within the: clinics: instituted walk-in clinics for those who have missed scheduled appointments; performance evaluation now measured by specific amount of billed hours; internal monitoring done by our clinical supervisors; monitoring of direct service hours; and Susan Fry as Quality Manager/Corporate Compliance officer audits clinics by way of client surveys and satisfaction reports. David requested that Tanya provide the Board with this list of changes and emphasized the importance for the board minutes reflect these discussions.

The board requested the detailed budget report to continue on a bi-annual basis.

1. Community meetings to solicit stakeholder input

Tanya provided the Board with an updated list of community stakeholder meetings for Behavioral Health and Developmental Disabilities divisions and encouraged board members to attend. .

VIII. NEW BUSINESS

 David Palay provided Tanya with Oath of Office documentation.

IX. BOARD EVALUATION

 The “Future Focused Agendas” books have been ordered. Expect to be in about four weeks.

 X. NEXT MEETING – March 18, 2014

XI. ADJOURNMENT

 Meeting was adjourned at 6:30pm.

