Region 5 Human Services District/Authority

Calcasieu Parish Central Library

301 West Claude Street

Lake Charles, Louisiana

January 11, 2011

5:30 – 7:00pm

Agenda

1. Welcome and Introductions

Doug Hebert opened the meeting and asked for introductions.

1. Mr. Doug Hebert, Jr. appointed by Allen Parish
2. Mrs. Sandy Gay, appointed by Calcasieu Parish
3. Mrs. Susan DuPont, appointed by Cameron Parish
4. Mrs. Patty Farris, appointed by Beauregard Parish
5. Mr. David Palay, appointed by Governor Jindal
6. Yakima Black, Executive Management Officer, Office of the Secretary, Department of Health and Hospitals

Absent

1. Mr. Ronnie Johns appointed by Governor Jindal, called to a meeting in Baton Rouge.
2. Mr. Clarence “Chris” Stewart, appointed by Governor Jindal
3. Rev. Gerald Perkins, appointed by Jefferson Davis Parish

Guests

1. Richard (Dick) Tanous, Community Collaborator
2. Susan Fry, Office of Behavioral Health
3. Susan Benoit, Families Helping Families of Southwest Louisiana
4. B. J. Foch, Office of Public Health
5. Connie Mead, Office for Citizens with Developmental Disorders
6. Keith Dickerson, Robinswood
7. Jason Barnes, Calcasieu Parish Police Jury
8. Bylaws – Doug Hebert and David Palay

Doug Hebert distributed a rough draft of proposed bylaws for this district. He reported that the rough draft was formed by using the material provided by Yakima from other districts. He stressed the fact that this is a very rough draft and any by-laws adopted by this Board can be modified as the district gets stronger. Both Doug Hebert and David Palay stressed the importance of an initial “bare bones” set of bylaws until the district is more developed.

When reviewing the rough draft, Doug noted the proposed changes and will distribute the revised bylaws to the Board. Notes on the revisions are as follows:

* The Board voted unanimously on the name of this district which is “Imperial Calcasieu Human Services Authority.”
* The location of the principal office of the district has not yet been determined.
* The structure of the directors of the district shall be one appointee from each of the five civil parishes in the district and three appointees from the Governor (Title 28).
* There was some discussion about the terms of the directors. The statute provides that board members will rotate off in alphabetical order as follows: Allen serving one year; Beauregard two years and Calcasieu, Cameron, Jefferson Davis three years. The question of when the terms actually begin was discussed and it was pointed out that it would be counter-productive for people to go off the board until the structure is more solidified. It was agreed that the terms would begin when the district is formed as determined by the Department of Health and Hospitals.
* The issue of “special meetings” was discussed and it was agreed that the directive should provide for electronic participation since a board member might be unable to attend with a two day notice.
* It was agreed that a quorum of the Board would be needed to conduct business and that a quorum would consist of a “majority” of the Board.
* The proposed by-laws contained a section allowing an Executive Committee for the Board. This section was deleted since this is such a small board.
* The section allowing the formation of Committees was modified to strengthen the importance of a resolution creating the committee.
* Two paragraphs in the rough draft regarding the formation of committees were deleted.
* The Board modified a paragraph about the removal of a board member. The rough draft read “if the State Ethics Commission has investigated the allegations and issued final recommendations the Board shall accept the Commission’s recommendations and act in accordance with those recommendations.” The wording was changed to read “the board may consider, but is not bound to accept, the Commission’s recommendations.”
* The section naming officers in the rough draft called for a “Treasurer.” That office was deemed unnecessary by the Board and the entire section describing the duties of the Treasurer was deleted.
* The duties of the Secretary included the power to act on behalf of the Chair when the absence of the chair. That section was amended to the “Vice Chair.”
* The section on indemnity was discussed. Doug Hebert emphasized the importance of this section since he experienced being on a board where that was not the case.

Doug Hebert agreed to make corrections as indicated on these bylaws and send the revised copy to the Board before the next meeting.

1. Board Governance Policies-Discussion and Planning

This issue was tabled until a future meeting.

1. Readiness Process and Assessment Criteria- Yakima Black

Yakima Black briefly reviewed the steps needed to successfully complete Phase I

* Orientation of local government authorities, community stakeholders to LGE legislation.
* Service Area/ DHH Agency data.
* Board Organization Model
* Board Member Qualifications/Job Description

1. Next Steps: Region 5 Human Services Presentation Planning – Yakima Black

The next step is for the agencies affected by this district authority to present to the Board of Directors a summary of their responsibilities. The guests at the meeting were invited to the next meeting to make those presentations.

The next meeting was scheduled for February 8, 2011.

1. Adjourn