Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

July 16, 2013, 5:30 – 7:30 PM

­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AGENDA

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:40 P.M noting there is a quorum.

1. ROLL CALL

Let it reflect that all board members are in attendance with exception of Patty Farris, Christina Mehal and Susan Dupont following in after roll was called.

* 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. Susan Dupont, appointed by Cameron Parish
  7. Christina Mehal, appointed by Jefferson Davis Parish
  8. David Palay, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. APPROVAL OF MINUTES

No other additions or corrections were made. The May minutes were approved unanimously as written.

1. APPROVAL OF AGENDA

There were no changes to the agenda.

1. MONITORING
   1. Policy Review

Tanya McGee stated that there was neither board governance nor executive limitations policies up for review for the month of July. Based on other Districts, we modeled our calendar, and kept July calendar lean because of the anticipation of folks being out for the summer. Chris Stewart also mentioned the possibility of July being the beginning of the new Fiscal Year. At this time Rusty’s suggestions (send to board members via email) to the July agenda were discussed. Doug Hebert stated Louisiana Law concerning notice of meeting states that each item on the agenda shall be listed separately and described with reasonable specifications. Rusty Semon suggested that from a community member’s standpoint, it would be beneficial to have specific policies listed to strike an individual’s interest in the decision whether or not to attend. Doug Hebert requested and the board agreed to keep a section open to recognize and introduce the public as they have donated their time and knowledge to assist in providing community care. This section will also include general comments and decisions to specific issues. Alayna Patterson, Executive Assistant will make note if there is no specific policy for review from now on.

* 1. Board Business

Letter of request for Phase II transition was signed by Doug Hebert prior to this meeting and will be submitted to Department of Health & Hospitals Secretary. Rusty stated that tentatively the proposed date would be the early afternoon of the day of our next monthly meeting. Board officers are required to be present with board members encouraged and invited. Due to personal schedule conflicts in August with Doug Hebert and Tanya McGee, the board discussed September 17th for the Phase II assessment; however, David Palay stated he would be absent. Doug Hebert entertained the motion to move September’s meeting from the 17th to the 10th, pending the review of our application. The board is scheduled to meet at 2:00PM that afternoon for the Phase II Transition assessment followed by our regular monthly meeting at 5:30PM. Chris Stewart seconded and it was unanimously passed by the board. Tanya McGee opened the floor to the review and discussion of notes taken by Sandy Gay at board workshop provided by Mr. David Britt. David Palay reported on his review of the ImCal Governance Policy manual and the numerous typos he discovered. Sandy Gay suggested a small committee to review the notes and David’s suggestions to correct the policy. Doug Hebert reported that David Palay and Sandy Gay will meet and will submit any changes and/or corrections to the board for review. Once approved by the board, Alayna Patterson will update and print new policy manual for each board member’s binder.

1. EXECUTIVE DIRECTOR REPORT

Tanya McGee reported on the budget: Transition dollars within the Office of the Secretary and Office of Behavioral Health were handed out; however; report from Office for Citizens with Developmental Disabilities was unavailable.

These reports will be consolidated into one report. In terms of the budget, we have approximately a $13 million dollars between BH and DD. Dictated through legislation, we were only given $8.5 million because the other $4.5 million was withheld for contract dollars.

In an effort to not have a break in service, OBH made decision to withhold those contract dollars and transfer to next fiscal year budget. The board currently has two governance policies that address budget: budget planning and financial conditions. In addition as part of the Executive Directors report, Tanya is willing to continue to provide an expenditure report. David Palay gave concern to become more familiar with details pertaining to the budget i.e., various programs, contracts, etc. David further stated that through this transitional stage, the ED becomes ever more in control and able to answer questions directly with proper necessary info. Tanya will begin providing board with additional budget information as it relates to services and programs provided.

Tanya McGee informed the board of the steps being taken to market ourselves as Imperial Calcasieu HSA. Tanya has requested input from staff for the development of an ImCal logo and tagline in which the board will have final approval.

1. BOARD EVALUATION

As a result of the Britt training, the board agreed to have this section to review the meeting and let the minutes reflect how they conducted themselves during the board meeting.

1. NEXT MEETING – August 20, 2013
2. ADJOURNMENT

Doug Hebert entertained the motion to adjourn the meeting at 6:30 PM. The motion was unanimously passed by the board.