Imperial Calcasieu Human Services Authority

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

October 16, 2012, 5:30-7:00pm

AGENDA

1. CALL TO ORDER

The meeting was called to order by Doug Hebert, Chair.

1. ROLL CALL

All Board members were present.

* + Mr. Doug Hebert, Jr., appointed by Allen Parish.
  + Clarence “Chris” Stewart, appointed by Governor Jindal
  + Mrs. Susan Dupont, appointed by Cameron Parish
  + Mrs. Sandy Gay, appointed by Calcasieu Parish
  + Mrs. Patti Farris, appointed by Beauregard Parish
  + Mr. David Palay, appointed by Governor Jindal
  + Mr. Shawn Sabelhaus, appointed by Governor Jindal
  + Ms. Christina Mehal, appointed by Jefferson Davis Parish

Executive Staff Present

Mrs. Tanya McGee, Executive Director

Department of Health and Hospitals Liaison

Mr. Russell Semon, OBH

Guests – See attached list

1. APPROVAL OF MINUTES

No additions or corrections were made to the September minutes and the minutes were approved as written.

1. REPORT FROM STRATEGIC PLANNING COMMITTEE

David Palay, Chair, reported that he had summarized the meeting in an email to the Board which reminded the Board that we are charged with going out into the community to gather information to help develop the ends statements. The Board is asked to conduct these meetings within the next 90 days. It is important that we keep records of our meetings and have documentation of our efforts to substantiate the process we used in developing the ends statement. Documentation can be a complete report to the Board documented in the minutes giving the details of the group visited, the date, the place and any feedback received.

The following points were made in the conversation.

* This effort to get information from the stakeholders will be ongoing and what we do in the next 90 days will hopefully provide a foundation for continual community involvement.
* David has made contact with autism groups here in town and they are going to put together a group to bring the best information to David. His hope is that his work with this group will become a template for stakeholder groups to work with the board.
* David has also made headway with Judge Wyatt, Dick Tanous, Coalition Services, Inc., and Tanya McGee regarding the Mental Health court system. Judge Wyatt has indicated that he would be happy to meet with the Board. Information from this court system will be of great benefit in developing the end statements.
* David mentioned that the Bar Association offers a grant each year “Bar Association Community Grant” to non-profit 501 (c) (3) organizations and while the district could not apply for the grant, Coalition Services could so apply. The deadline this year is October 22, 2012 so it may be too late to apply this year but it will be offered again next year.
* Rusty Semon reported that from his perspective the meeting went well, the format chosen is a good one and he is looking forward to the board seeing it through.
* Tanya presented a draft of a proposed press release together with the information in a question and answer format.
* Tanya reported that she has been working on the questions to ask stakeholders (1) what benefit would you like to see (2) who should we serve and (3) at what cost – to make those questions more user friendly and still get the information needed by the Board. A possible format for gathering information could be:
  + Discuss the importance of hearing from the community.
  + Ask “What is important to you?”
  + “How would you prioritize who should receive these services?”
  + “What would you like to see as a result of people getting these services?”
* It was pointed out that civil clubs are always looking for a program and that would be a good venue to gather data.
* Another idea was to contact the people at the various plants.
* After the Board has collected information for the next 90 days, the Committee will meet again to look at possible end statements.
* As the Board approaches groups, we can better determine how much they are invested and we will begin to identify the groups that give the best information.
* Dealing with people on an everyday basis will help gather data. As individual Board members see people professionally or personally who are impacted by the behavioral health or developmental disabilities, the information gathered can be brought to the board to look at better ways to deal with issues raised.
* Rusty reminded the Board to keep in mind the distinction between policy issues and operational issues. As Board members learn the needs in the individual civil parishes, those needs should be brought to the Executive Director to determine how to meet those needs.
* In terms of the development of ends statement, David reported that he had read all the materials Rusty send to the Board regarding possible end statements from Jefferson Parish and from the capital area. He questioned why Rusty felt that the Jefferson general statements were superior to the Capital’s more specific statements. Rusty responded that the Capital statement is the Strategic Plan for CAHSD and is mixed with Ends statements and Operations Means. The Board responsibility is for the “ends”. Because of the timing of the operational process for the budget it is best to focus on ends statements and Tanya can re-craft including more specific means statements.
* If the Board determines the need for more authority in determining what needs to be done, the Board has the power to change the policy to that effect.
* It was also pointed out that the probability is that the Board will hear the same concerns over and over. Rusty agreed and said that part of the reason is seek the input is that the owners will feel that they contributed to the process. Gathering data is more than the product, it also is the process.
* One of the problems indicated in the discussion is that many people do not have the information needed to seek assistance when needed. Susan suggested that once a month the District could publish information about various kinds of needs people experience and give information about agencies that could help meet those needs. Rusty suggested that a possible ends statement could be “informed community regarding services” and it would be up to the Executive Director to make it happen.

Decisions Made

* David moved that Tanya contact the various news media to get the press release distributed as widely as possible. Susan seconded the motion and the Board approved the motion unanimously.
* Tanya will contact the various news media and will list her name as a contact person to receive further information. She will also list the parish appointee in the area the news release is being printed. The goal is to have all press releases come out in all the papers at the same time.
* David will follow up with the “American Press” on the question and answer format.
* The Board will start gathering information from the groups that Tanya has listed and through that process spread the word about what is happening.
* The Board will notify Tanya about any meetings we plan to attend so that she can coordinate with anyone else attending that meeting.

1. REPORT FROM EXECUTIVE DIRECTOR

Tanya reported the following:

* Her orientation is 85% complete. She is waiting on the mission and vision statements developed by the Board. She also needs to look over the property lists of the agencies.
* The orientation with DD continues with the cooperation of the staff.
* She has been to Baton Rouge visiting with Human Resources and Fiscal and has learned a lot of good information about what will happen in terms of transition as well as the ties between the district and DHH after the transition.
* Meetings with other executive directors continue. There are five existing districts, three districts in transition and two districts which should hire an executive director within the next few months. Each district is different so Tanya is looking at how they are organized and how they relate to DHH. Tanya also has some experience that is helpful to the other directors.
* The district has a current transitional budget of $297,000 and Tanya has learned that she can bring on two additional staff before the district completes phase 2. The transition from HR in Baton Rouge to HR in the district will take place at the end of the fiscal year so the person should be hired soon so that the orientation from Baton Rouge can begin in February or March.
* Tanya is working on developing administrative policies.

1. TRAINING

Rusty Semon reported that he had been in contact with several agencies regarding possible training for the Board. Gulf Shores would charge about $5,000 a day, plus travel. The district could partner with Lafayette if it is determined that would be the best option. Two agencies proposed a type of “coaching” approach – Denton and Dallas. The charge would be $4,500 a day or $15,000 for 10 ½ days or 5 full days of consultation which would track the board understanding of policy governance.

While ongoing training is mandatory, how we go about doing it is up to the Board. Board members expressed the sense that right now the Board is going through training through the services of Rusty and Tanya and the experience of developing the needed statements.

David Palay moved that the Board defer more formalized training until there is a need. Shawn seconded the motion and the motion carried unanimously.

1. BUDGETS – EXECUTIVE DIRECTOR

Tanya provided the Board with a copy of the “monthly funds and expenditures” of OCDD and OBH, Region 5, which is the document submitted monthly to DHH. The form on which the information is written is the form required by DHH. There was some discussion about how much information the board needs to make recommendations. This is a matter that will continue to be discussed.

1. EVALUATION OF EXECUTIVE DIRECTOR – PROCESS

Tanya reported that the evaluation is contained in the policy manual in the appendix. The Board passed the evaluation with the understanding that when an Executive Director was actually hired the policy would be reviewed.

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1. REVIEW OF POLICY STATEMENTS

TREATMENT OF STAFF

W*ith respect to the treatment of paid and volunteer staff, the ED may not cause or allow conditions that are unfair or undignified.*

Tanya reported that since she does not presently have a staff, she met with OCDD and OBH to see if any grievances had been reported against any of their employees and there were none.

That led to a discussion that reporting grievances is not actually in the policy manual. David moved that the policy statement should add subsection 4 to the policy “fail to timely report to the Board any alleged violation of this policy.” Susan seconded the motion and the motion passed unanimously.

GLOBAL LINKAGE

The board’s sole official connection to the operation of the District, its achievements, and conduct will be through an Executive Director.

The Board decided unanimously that there are no changes at this time.

UNITY OF CONTROL

*Only decisions of the board acting as a body are binding on the Executive Director.*

The Board decided unanimously that there are no changes at this time.

ACCOUNTABILITY OF THE EXECUTIVE DIRECTOR

*The ED is the board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the ED.*

The Board decided unanimously that there are no changes at this time.

DELEGATION TO THE EXECUTIVE DIRECTOR

*The board will instruct the ED through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of these policies.*

The Board decided unanimously that there are no changes at this time.

1. OTHER BUSINESS

Doug Hebert, Chair, invited board members to bring up any other business and there was none. He then invited the guests to bring anything to the table and again there was none.

1. NEW BUSINESS

No new business was brought forward.

1. NEXT MEETING

The next meeting is scheduled for November 20, 2012, at the Region V OBH Regional Office.

The agenda will include:

Board Members report on gathering data.

Progress report on press release.

Report from Executive Director.

Review of Policy Statements called for by the policy manual.

1. ADJOURN

David Palay moved that the meeting be adjourned. Chris seconded the motion and the motion passed unanimously.