Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

September 10, 2013, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called meeting to order at 5:35pm.

1. ROLL CALL

All board members were in attendance. Shawn Sabelhaus came in after roll call was completed.

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

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. Paul Duguid, Chief Financial Officer

III. INTRODUCTION OF GUESTS

 Doug Hebert welcomed all guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

A few changes were made to August minutes through email correspondence prior to meeting. No further suggestions or changes were mentioned. The August minutes were passed unanimously as written.

V. APPROVAL OF AGENDA

 Approval of agenda was unanimously passed by the Board.

VI. MONITORING

 a. Policy Review

Doug opened the floor for any comments or suggestions for each of the following policies. All policy statements were approved unanimously as written.

* Global Gov. Commitment

*“The purpose of the board, on behalf of Imperial Calcasieu Human Services Authority (ImCal HSA), is to see to it that the Authority; 1) achieves appropriate results consistent with the mission of the Authority for serving persons living in the community with mental illness, addictive disorders & developmental disabilities, consistent with the terms of the enabling legislation and the Memorandum of Understanding (MOU)/Framework, signed between ImCal HSA & DHH, 2) is consistent with the approved ImCal HSA strategic plan and is fiscally responsive, and 3) avoids unacceptable risk and situations.”*

* Governance Style

*“The board will govern with an emphasis on 1) outward vision rather than internal preoccupation; 2) encouragement of diversity in viewpoints, 3) strategic leadership rather than administrative detail, 4) clear distinction of board and executive director roles, 5) collective rather than individual decisions, 6) future rather than past or present; and 7) proactively rather than reactively.”*

* Board Job Description

*“The job of the board is to represent the ImCal HSA in determining and demanding appropriate organizational performance.”*

 b. Board Business

* Update on Chris, David, & Susan reappointments

Susan Dupont’s re-appointment letter from Cameron Parish has been received. Tanya is still waiting to hear from Governor’s Boards & Commissions regarding re-appointment for David Palay and Chris Stewart. Effective date of re-appointment term will be determined based on the approval letter. Tanya has asked Rusty to assist with this process of tracking status of re-appointment approvals.

* Phase II assessment

Assessment has been rescheduled for October 15 at 2:00pm. Two key personnel from DHH, an HR Director and a Fiscal representative, were unable to meet today. Rusty had suggested at the August meeting that different people be appointed to make specific reports at the assessment meeting. Doug read the list and the appointments were made as follows:

1) *Someone to describe the process leading up to phase I (bylaws, governing policies, board recruitment, etc.)* - Doug volunteered himself as the appointee.

*2)*  *Someone to describe the orientation process for the ED, orientation process for new board members (succession plan)* – Doug appointed Susan Dupont because of her prior role as chairman of committee for selecting the ImCal ED.

3) *Someone to describe how Policy Governance (ED reports on Executive Limits, review of Governance Policies, monitoring tools, etc.) is implemented, and*

*4) Someone to describe the process for developing the ENDs.* - Doug appointed David Palay because of his role as chairman of sub-committee for ENDS development and work on the Governance Policy Manual.

Tanya confirmed that Rusty will be present at the assessment meeting. Doug suggested Tanya provide key notes/bullet points for each area which will be reviewed during the assessment which will be helpful to the members doing the presentation.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Financial Condition & Activities

*“With respect to actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in ENDS policies.”*

Tanya will continue to provide a summary report to the Board on a monthly basis.

The monthly reports show the streams of financing for ImCal, i.e. State general fund, block grant funding, etc. and also show the expenditures. This ImCal budget summary is based on the $8.6 million that Tanya presently has authority over. The remaining funds are in contracts still in OBH and OCCD state level budgets. The summary reflects two areas of project deficits – Personal Services and Operating Services. The deficit in Personal Services are coding errors and offset each other and does not affect the budget. “Other comp” category relates to the wage-altered employees (WAE), i.e. Doctors who do not receive benefits. These employees do received a W-2 and work a maximum of 32 hours a week.

 “Other charges” relates to contractors providing services within our clinics. David Palay expressed a concern for the general field of “other charges” and would prefer that the expenses be more specifically defined. The Board requested that Tanya include an expenditure to show the breakdown of contract dollars. David Palay also asked that Tanya and Paul work on

David reports concern for “other charges’ not being specifically defined. Board requested Tanya to include an expenditure to show the breakdown of contract dollars and would like Paul and Tanya to present a logical framework to show deviation of percentages that will better reflect the value and effectiveness of services. Tanya will re-vamp the Financial Condition & Activities report-out to provide a specific narrative description for each category.

This category also includes a $1.5 million surplus which will be used to assist any area of deficit in the event we are unable to self-generate the $2.2 million expected for this fiscal year. Currently looking at purchasing our own electronic health record billing system by October 23rd that will continue “data dump” into OBH system for tracking purposes.

Budget planning policy is up for review in January. Tanya reviewed Budget Cycle document to discuss budget process of what’s required between now and January. Budget has to “spread” into ISIS which tracks all expenditures (July-Aug). Preparing for next Fiscal Budget request (#6) is a request of continuation budget. ImCal is requesting to additional IT funds for maintenance of IT infrastructure due to DHH de-centralizing its IT system.

Doug asked about “Related charges” and Tanya explained this relates to insurance and retirement expenses for staff.

Tanya informed the Board of a possible merit increase for staff as an incentive for their work and efforts over the last several years of changes. Merit increases are determined by an annual employee evaluation which include clear, specific performance measures. Staff haven’t received a merit increase in last four years due to budget cuts by DHH.

IX. NEW BUSINESS

David Palay suggest adding an agenda item for future consideration of increasing frequent review for treatment of consumers review. Doug made motion, Susan seconded and Board passed to have quarterly reports provided to show efforts being made toward creation of customer satisfaction efforts for upcoming annual report.

X. BOARD EVALUATION

Doug believed the meeting involved spirited discussion and information to move forward.

XI. NEXT MEETING – October 15, 2013

 Refreshments will be provided.

XII. ADJOURNMENT

Chris Stewart made motion, Patty Farris seconded and meeting was adjourned at 7:30pm.

 