Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

March 18, 2014, 5:30 – 7:30 PM

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Minutes

1. CALL TO ORDER

Doug Hebert called meeting to order at 5:40pm.

1. ROLL CALL

 Board members in attendance. Patty Farris 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. Patricia Farris, appointed by Beauregard Parish
	5. Susan Dupont, appointed by Cameron Parish
	6. David Palay, appointed by Governor Jindal
	7. Christina Mehal, appointed by Jefferson Davis Parish

Absent: Shawn Sabelhaus, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. Paul Duguid, CFO
4. INTRODUCTION OF GUESTS

Doug Hebert welcomed guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

 The February minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

 The March agenda was approved unanimously as written.

VI. MONITORING

* 1. Policy Review
* *Retreat for Board Development*

Tanya asked the Board about continuous training into Phase III. Last year, the Board had a one day retreat with David Britt at Prien Lake Park, which was well received. Tanya is interested in knowing the method of trainings within the other Districts and will contact her fellow ED’s for information. Doug suggested that the Phase III review process be completed before the Board proceeds further with any ideas or decisions about another retreat. Doug suggested that the issue be tabled until the next meeting. Chris Stewart moved that the issue be tabled, David Palay seconded the motion and it was unanimously approved.

* Collect comments on ED performance

Tanya asked that all Board members submit their comments to Alayna Patterson. Alayna will complete the performance evaluation report (pg.32-34) of the Governance Manual based on individual member’s comments.

* ED Salary document

The Governance Manual policy re: Performance Evaluation Process for ImCal ED states that the ED is to provide the Board with a list of the credentials and years in the position as well as all salaries and bonuses received by the EDs in other Districts or Authorities. Accordingly, Tanya presented that list to the Board and the Board will discuss the potential merit increase for the ED during an Executive Session in April. Any adjustment would go into effect on July 1 of the fiscal year 2015.

Doug referenced the discussion from the February meeting when it was pointed out that while Governor Jindal approved pay increases for state employees, the increase did not include related benefits. Every year in the past, the Division of Administration would put extra money into the Regional budget to compensate for employee merit increases. This has not happened in five years. If the Executive Budget permits, Tanya would like to offer a 4% merit increase to employees this year. The possibility of this is slim due to the $400,000 cut in continuous funds and the large foreseen budget deficit in self-generated funds. David Palay requested that Tanya provide an anticipated range of the percentage of employee’s merit increase at the next month’s meeting.

VII. EXECUTIVE DIRECTOR REPORT

* + - * 1. Board Resolution

As a political subdivision of the State, the district now falls under Louisiana Revised Statute, Title 38, in regard to Purchasing and Procurement and the Procurement of Service Contracts. Under Title 39, the district was required to provide an opportunity for bids for contracts. Title 38 enables more flexibility, but still requires the district to follow standard policy and procedure. As an entity ImCal HSA would like to incorporate standards and rules under Title 38 to allow for appropriate oversight and transparency in the awarding of contracts. Administration has incorporated an RFP process for contracts in excess of $250,000. The ED has contract approval up to $250,000 and contracts that exceed this amount must be approved by the Board. Purchase requisitions for less than $10,000 are approved by Division Director and Chief Financial Officer. ED has final approval for any purchase requisitions greater than $10,000. David Palay questioned how the term “fixed asset” is defined in the Public Bid Law? Paul will research the terminology and provide the Board with a description at the next meeting. Doug Hebert noted the date on the policies and Tanya agreed it should be updated with a revision date. Tanya explained that the purpose of these policies is to include specific areas in the Procurement of Service Contracts policy which is undefined in the Public Bid Law. David Palay pointed out the need to clarify the possibility of an Amendment to the Procurement Policies in the event any changes would arise following tonight’s board meeting. Tanya agreed there is a need for such an amendment. Doug entertained a motion to adopt this Board Resolution on this 18th day of March, 2014. David Palay made the motion, Patti Farris seconded and it was unanimously passed by the board.

* + - * 1. Legislative Session

Tanya reported that she and Paul were scheduled to meet with Senator Ronnie Johns; LA House Speaker Chuck Kleckly, and DHH Secretary Kathy Kleibert the following day. Tanya provided the board with the budget summary report that she would be presenting at that meeting. That report is a breakdown of the Districts, which includes the 2012-2013 budgets of OCDD and OBH including state general funds, interagency transfers and self-generated revenue.

Tanya also reviewed another document explaining self-generated revenue in fiscal year 2013 and the projected self-generated revenue for 2014.

Allen Parish from $46,331.57 to $60,918.00

Beauregard Parish from $59,870.86 to $64,242.00

LCBHC/Jennings Children from $284,587.59 to $482,737.00

That reflects a total increase expected in self-generated funds from $390,790.02 in 2013 to $607,897.00, which is a $217,106.98 increase or a 56% increase. That figure is not based on anything historical and the reality is that if the increase is not achieved it will result in a reduction of services and shutting down clinics.

 Tanya informed the board of several Legislative Bills being proposed that pertain to behavioral health and asked for their thoughts of how she can keep them informed. She suggested forwarding any info via email as she receives alerts from BH and MH advocacy groups. David Palay requested that Tanya submit to the board any information that she deems pertinent.

VIII. NEW BUSINESS

David Palay addressed an article published in The American Press about Senator Ronnie Johns. David, in response to this article, has initiated his own response letter to the editor praising Senator Johns that he shared with the board. David stated that he wanted to inform the board about this action as he will indicate in the letter his appointment to the ImCal Board. Tanya and Paul raised concern about statement in the letter regarding the NOW Waiver which references Developmental Disabilities, not Mental Health as David stated in his letter. David expressed his appreciation at the correction. The board agreed that David’s action does not go beyond board authority .

Christina Mehal recently attended a community stakeholder meeting in Jeff Davis, Children & Youth Planning Board. She provided a list of the district’s resources to the District Attorney’s Offices, Judges and Public Defenders and will follow-up next month. Christina also shared that Shawn Sabelhaus is reaching out to Hospitals for input of services needed.

 Tanya reported that ImCal HSA Phase III Assessment was beneficial. The assessment team only had a few recommended changes for wording within policies. ImCal is expected to successfully pass Phase III.

IX. BOARD EVALUATION

 As part of the board’s continued training for policy governance, the board received their books on Governance Coach: Future Focused Agendas.

 X. NEXT MEETING – April 8, 2014

XI. ADJOURNMENT

 Doug made motion to adjourn meeting. The motion was passed unanimously.