Imperial Calcasieu Human Services Authority

Governance Board Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

February 7, 2012, 5:30 – 7:30 PM

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1. MEMBERS PRESENT
	1. Mr. Doug Hebert, Jr., appointed by Allen Parish.
	2. Mrs. Patti Farris, appointed by Beauregard Parish
	3. Mrs. Sandy Gay, appointed by Calcasieu Parish.
	4. Mr. David Palay, appointed by Governor Jindal
	5. Clarence “Chris” Stewart, appointed by Governor Jindal
	6. Mr. Shawn Sabelhaus, appointed by Governor Jindal

Absent

1. Mrs. Susan DuPont, appointed by Cameron Parish
2. Ms. Chrisina Mehal, appointed by Jefferson Davis Parish

Guests

1. Ms. Tanya McGee, Office of Behavioral Health, Liaison with Department of Health and Hospitals
2. Tarek Polite, Calcasieu Parish Police Jury
3. Susan Benoit, Families Helping Families
4. James Lewis, OCDD
5. Chrisy Cormier, Families Helping Families

Doug Hebert called the meeting to order noting that a quorum was present and a sixth Board member was on the way. He welcomed all guests.

1. APPROVAL OF JANUARY MINUTES

The January 2012 minutes were unanimously approved as written.

1. REVIEW OF CHANGES TO BY-LAWS

Tanya McGee reported that at the last meeting, the Board voted unanimously to accept all changes to the by-laws recommended by the assessment team. Subsequently, Tanya made the approved corrections and submitted the revised by-laws to the assessment team and to the Board. The only feedback from the assessment team was that in this read they noticed that the words “members” and “directors” were used interchangeably to refer to members of the Board of Directors. Since the by-laws also refer to an Executive Director, the recommendation is that the words “members” be used throughout to refer to the members of the Board.

Chris Stewart moved that the Board accepted the recommendation to amend the by-laws to refer to Board members as “members” throughout. Shawn Sabelhaus seconded the motion and the Board voted unanimously to so amend the by-laws. Tanya McGee volunteered to make the approved changes. She will then send the amended by-laws to all members at least thirty days before the March meeting so that the board can vote on acceptance of the by-laws in March.

1. NEXT STEPS REQUIRED FOR EXECUTIVE DIRECTOR RECRUITMENT

Tanya McGee reported that while the job description for an executive director and the process for seeking applications have been approved by the Board, there are two things that still need to be decided:

* 1. The length of time for the posting.
	2. The sites for the posting.

After discussion, the following decisions were unanimously adopted:

1. The position will be posted for 30 days.
2. The goal is to find the best person possible for the position so various means will be used to make the position known.
	1. AAICD list serve.
	2. National Council on Behavioral Health
	3. Articles in the papers. Make sure that people in our community know about this opportunity. Blanket the five parish area with information.
	4. Determine the schools that offer the specialized degrees and recruit through those schools. The job description specifies a Master’s Degree in Healthcare or Human Services field.
	5. Contact the Department of Health and Hospitals Human Resources for suggestions.
	6. Advertise through state website.

The responsibilities were assigned as follows:

1. Tanya reported that she cannot assist with publicity. DHH has a media and communications division that can assist. She can however do research by contacting Executive Directors in other districts to see how that district proceeded and look at other DHH releases.
2. Doug would be willing to be interviewed for newspaper articles.
3. David will contact Paul Rainwater to see if there could be publicity at the state level.

Time-Line

1. Posting from mid-March to mid-April.
2. Expect 100 plus applications and it will take a couple of weeks to cull through them.
3. A couple of rounds of interviews will take a couple of months.
4. Hopefully we can have someone by June to start July 1.
5. OFFICE OF BEHAVIORAL HEALTH AND OFFICE OF CITIZENS WITH DEVELOPMENTAL DISORDERS REPRESENTATIVE REPORTS

After a brief discussion, the Board voted to invite the providers to Board meetings to give presentations. Tanya and Doug will coordinate the invitations to the providers.

1. Other

David Palay reported that he gave a presentation about the Board to the St. Margaret Knights of Columbus #3208.

Tarek Polite reported that there will be a Magellan Community Forum with a round of provider meetings on February 28, at 2424 Third Street, from 5 to 7 PM.

1. TENTATIVE ITEMS FOR MARCH 12, 2012, AGENDA
	1. By Laws – final approval
	2. Update on Phase 1
	3. Status report on information gathered on advertising sources and media information.
	4. Move to Magellan for Behavioral Health Serves.
2. ADJOURN