Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

December 17, 2013, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

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

1. ROLL CALL

Chris Stewart followed in after roll was called.

* 1. Doug Hebert, Jr., appointed by Allen parish
	2. Clarence “Chris” Stewart, appointed by Governor Jindal
	3. Shawn Sabelhaus, appointed by Governor Jindal
	4. Patricia Farris, appointed by Beauregard Parish
	5. Christina Mehal, appointed by Jefferson Davis Parish
	6. David Palay, appointed by Governor Jindal

 ABSENT

1. Sandy Gay, appointed by Calcasieu Parish

2. Susan Dupont, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director

2. Alayna Patterson, Executive Assistant

3. Paul Duguid, Chief Financial Officers

1. INTRODUCTION OF GUESTS

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

1. APPROVAL OF MINUTES

Sandy Gay, via email prior to the meeting, corrected the minutes stating David Palay was absent for the November meeting. No further suggestions or changes were mentioned. Doug Hebert entertained a motion by Christina Mehal to accept November minutes. The motion was seconded by Shawn Sabelhaus and the minutes were passed unanimously as written. David Palay abstained from the vote.

1. APPROVAL OF AGENDA

 Approval of agenda was unanimously passed by the Board.

VI. MONITORING

* 1. Policy Review
* ImCal HSA Strategic Plan, Selected Initiatives

In accordance with DOA regulations a Strategic Plan is required every 5 years. ImCal is currently in “shadow year” working under an operational plan. That plan and the existing OCDD and OBH strategic plans will carry us through next year. This time next year Tanya will be able to provide the Board with ImCal HSA’s Strategic Plan.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Asset Protection

*“The ED shall not allow Authority to be unprotected, inadequately maintained, or unnecessarily risked.”*

Imperial Calcasieu HSA has written policies specific to Asset Protection such as: Moveable Property Policy, Loss Prevention and Risk Management Policies all of which were reviewed in the Phase II Assessment. State of Louisiana property must be maintained through LPAA database; an annual certified inventory report of items that are of $1000+ value. Tanya provided handouts to the Board with the annual certifications; as well as, property audits dated back to 2012. DD, Addictive Disorders and Allen Mental Health received approved certifications.

Beauregard Mental Health was not approved due to a late submission of inventory (staffing issues: The Clinic Manager and the Administrator are out on extended leave and changes with the move to ImCal caused the delay). LCBHC MH was not approved due to a number of surplus items not included in the inventory report during the Addictive Disorders (AD) and Mental Health (MH) transition. A corrective action has been put in place and property has been centralized within the District office to prevent any further mishaps. David Palay suggested any significant changes with Property during the year be included in Tanya’s report to the Board.

1. Budget Expenditure report

Tanya McGee reviewed the expenditure report. David raised concerns with the $1.6 million in “other” charges not being coded to a specific expense. Paul Duguid explained that Operating and Salary expenses are usually always red lined due deficit and/or surplus. Paul also explained the $1.6 million remaining in “other” charges is to allow flexibility as we move forward through the year.

Tanya informed the Board that she’ll begin sending out the budget report the week prior to monthly meeting.

1. 2014 Legislative session

Tanya McGee will inform the Board of information and changes as we go through this legislative session, especially the direct impact of budget cuts to our area in direct services. Tanya encouraged the Board to be advocates for services in the community.

1. OCDD system transformation

Tanya reviewed the OCDD state system transformation plan. The agency is currently looking at the transformation of multiple areas to reduce the waiver list and change how clients receive services. As ImCal HSA, we have the opportunity to be a part of this planning and transformation process, alongside OCDD.

* Long-term support and services

ImCal HSA has a MOU with Medicaid to manage waivers for DD. DHH is currently looking at privatizing the waiver system to another outside entity. This will result in a $600,000+ reduction of our budget and a lay-off of six employees. This will occur in 12-18 months.

IX. NEW BUSINESS

Tanya McGee announced Child & Youth Behavioral Health is now operating at 3505, 5th Ave, Suite C-1.

Doug Hebert informed the Board that he and David Palay have been in contact regarding the status of David’s personal matter with Developmental Disability Waiver program. David further elaborated on his decision to retain an attorney and move forward with litigation. He will be cautious to make any comments and will abstain from voting on any action from the Board. David also informed the Board that he is seeking an opinion from the Louisiana Ethics Administration Program as to whether there exists a conflict of interest in his continued service on the board.

X. BOARD EVALUATION

 Doug Hebert stated a job well done and there was no criticism from other members, staff or visitors.

Doug entertained a motion for Tanya to proceed with submitting Phase III Assessment letter on his behalf. David Palay made the motion, Patti Farris seconded and the Board unanimously approved the motion.

XI. NEXT MEETING – January 21, 2014

XII. ADJOURNMENT

 Meeting was adjourned at 6:50pm.

