Imperial Calcasieu Human Services Authority

Governance Board Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

May 1, 2012, 5:30 – 7:00 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. Susan DuPont, appointed by Cameron 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
	7. Mrs. Sandy Gay, appointed by Calcasieu Parish.
	8. Mr. David Palay, appointed by Governor Jindal

Absent

1. Ms. Christina Mehal, appointed by Jefferson Davis Parish

Doug Hebert called the meeting to order welcoming everyone and noting that a quorum is present.

1. Welcome and Introduction of Guests
2. Tanya McGee, OBH, Liaison with Department of Health and Hospitals
3. James Lewis, OCDD
4. Susan Fry, OBH
5. Gordon Propst, Robinswood School
6. APPROVAL OF MINUTES

Corrections to the minutes were as follows

* 1. The meeting was not a special called meeting as indicated in the minutes.
	2. In section IV there was a typographical error stating that David and Susan “with” be the ImCal representatives. It was corrected to read “David and Susan will be . . .”

The minutes were approved as corrected.

1. PHASE 1 COMPLETION

Doug Hebert reported that he had received a letter from Bruce Greenstein, Secretary of the Department of Health and Hospitals, stating that the Board has successfully completed Phase 1 of the Readiness Assessment for becoming a local Governing Entity. The letter authorized the Board to proceed with Phase II which includes the hiring of an Executive Director.

Tanya McGee reported that she had sent a copy of the letter and report by email to each member of the Board.

The official, original signature documents of the Board include the by-laws, the governance policy and this letter. These documents are housed at the Regional OBH office. Tanya McGee agreed to provide a clean copy of the signed by-laws to each member of the Board.

1. STATUS REPORT ON MEDIA CAMPAIGN

David Palay reported that he has been in email contact with Paul Rainwater specifically asking that the Governor assist in the Board’s public relations campaign. Possibilities include a quote from the governor in the press release about the search for an executive director and a personal appearance by the governor to announce the work of the Board. Paul responded that he is working on it and will notify David when the governor makes a decision.

David also reported that he has been in contact with Bobby Dower at the “American Press” who would like the Board to send to his reporter a letter with questions and answers to give the reporter a better understanding what the Board wants reported. If the Press then has further questions, the Board will be notified about those questions. Tanya sent to the Board a fact sheet that could be used in a press release and now the next step is to expand on those bullet points and turn them into questions and answers.

David asked that each Board member send at least one question and answer to him by Friday. The question could concern what special considerations each of us brings to the board. David will organize the responses and start another email stream so that the Board can see the entire picture and give feedback so that the report comes as an entire board effort. In the interview, David and Susan will field questions and bring questions back to the board to clearly state that the responses are from the entire board.

David has also spoken to Charles Haldeman at KPLC and they are on board for anything that the Board would want to do. David suggested that once the Board agrees on the press release, we could send that release to KPLC and ask how that would best fit in their programming. In this case, the search for an executive director is an opportunity to publicize the work of the Board. As the Board builds a good relation with the television station it will provide opportunities for later reports.

1. STATUS REPORT ON EXECUTIVE DIRECTOR POSITION

Susan DuPont reported that she has spoken with DHH Human Resources about the position. DHH HR now has the Job Description, Salary range, and Domicile of the ED. They will create an HR2 form that Doug will have to sign off on. Once he signs, scans, and sends it back to DHH, they will then post the position on the Civil Service website, and the two national sites. Susan will then post the position on the list of University websites that the Board had reviewed in the last meeting. Susan will also request from DHH HR to send to her weekly the applications that they receive so the Board can begin reviewing them and weeding out the applicants who do not qualify. She will send the applications to the Board through email.

1. OTHER BUSINESS

David Palay reported that he will address the South Lake Charles Kiwanis Club on May 9, 2012 on the work of the Board.

Tanya reported that she is resigning as DHH liaison for the LGE. She intends to apply for the position as Executive Director and wants to insure there is no conflict of interest. She has sought advice from the ethics board. The Board has available as technical assistance resource (1) Rusty Semon, Tanya’s counterpart in Shreveport, (Russell.semon@la.gov), (2) Stephen Wright (Stephen.wright@la.gov )in Baton Rouge who is liaison for existing LGEs and (3) the Region V offices OBH and OCDD. Tanya still plans on attending the board meetings as a guest with her fellow OBH and OCDD counterparts.

Tanya also reported that there are funds available from the state for mileage expenses of the Board, including mileage to and from the meetings. Susan DuPont moved that the Board adopt a policy of seeking mileage retroactive to the beginning of the fiscal year (July 1, 2011) to date. Patty Farris seconded the motion and the board voted unanimously to adopt the policy. Tanya will send to the board the correct form and a sample that will give direction in filling out the form.

Tanya reported that OBH will hold a public forum in June at Central School to get input from the community regarding the needs of the community. The exact date has not yet been set but this is a good opportunity for the Board to seek community involvement.

1. AGENDA FOR JUNE MEETING – June 12, 2012.

1. Update on Community Involvement

2. Update on media campaign

Executive Session – discussion of applications and determination of the number of future meetings that may be needed to complete the review of applications and interview possible candidates so that an executive director can be hired by July 1, 2012.

1. ADJOURN