Imperial Calcasieu Human Services Authority

Governance Board Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

May 21, 2013, 5:30 – 7:30 PM

­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:35 P.M nothing there is a quorum.

1. 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. Shawn Sabelhaus, appointed by Governor Jindal
   5. David Palay, appointed by Governor Jindal
   6. Patricia Farris, appointed by Beauregard Parish

Absent

1. Susan Dupont
2. Christina Mehal

Executive Staff Present

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. APPROVAL OF MINUTES

There were no additions or corrections to the March minutes. Shawn Sabelahaus moved that the minutes be approved as written. Christ Stewart seconded the motion and the minutes were approved unanimously.

1. APPROVAL OF AGENDA

There were no changes to the agenda.

1. PUBLIC COMMENT

There were no public comments.

1. OLD BUSINESS

a. Executive Limitations

* Emergency Executive Director Succession

**In accordance with the Executive Limits: Emergency Executive Director (ED) Succession,** in order to protect the board from sudden loss of ED services, the ED must appoint two other executives familiar with board and ED issues and processes. Tanya McGee selected two Executive Successors in her absence 1.) Paul Duguid, Chief Financial Officer and 2.) Dr. Patrick Hayes, Medical Director.

* Communication and Support to the Board (ED Report)

Tanya McGee reported that we are in active transition stage. The majority of focus is on the Fiscal and HR components of the transfer. She handed out copies of expenditure reports for OCDD and OBH. ImCal transitional budget report received from Baton Rouge has discrepancies so another report was requested. Corrected report will be sent out once revisions are complete. Tanya requested board members to bring travel forms to monthly meetings for Doug Hebert’s signature then submit to Alayna Patterson. Travel for this fiscal year must be submitted by July 15th. Tanya reported that she is also actively watching the legislative session and what bills may affect ImCal budget and services.

b. Governance Process

* Revisions To Date

Sandy and Alayna worked together to ensure that all revisions to the Policy Manual to date have been documented in the manual and that all board members binders have been updated. Board members are expected to bring their manuals to each board meeting and will operate from policy manual at the time of policy reviews. Copies of the policies to be reviewed will not be copied and added to the agenda.

* Chairperson’s Role

No changes/objections were made.

* Member’s Code of Conduct

No change/objections were made.

c. Board Business

* Board Member Terms

Discussed the terms of the board members. Three board members terms will be expiring in July – Susan Dupont, Clarence “Chris” Stewart, and David Palay. Doug Hebert requested motion of the ED to draft letter of request to Cameron Parish Police Jury and Boards and Commissions on behalf of the board for member reappointments. David Palay abstained. Patricia Farris motioned, Shawn Sabelhaus seconded.

* Phase II assessment/Board Development

Sandy Gay provided LGE Work Plan for Phase II and explained how she has documented ImCal progress and the continued work that needs to be done. Clarification of Objective 5, #3 was provided by Rusty: The ImCal board is not expected to know the Accountability and Implementation Plan (AIP) verbatim as it is an operational document, but it is important to be familiar with the role of DHH and the Authority within the Memorandum of Understanding. Tanya will send the AIP document and the current DHH business plans to board for review.

* Board Monitoring Process

Board reviewed a self-monitoring form which evaluates how they maintain compliance to board policies. Board members discussed and will decide to take action based on what they learn in the Policy Governance training to be held on June 25th.

* Ends Statement

Reviewed ENDS statement for final adoption. Tanya mentioned that revised statute states that as a Local Governing Entity we are prohibited from fundraising; however, doesn’t prevent us from ascertaining grant fundraising. David Palay motioned to adopt the ends statement changing the last sentence as follows: *These ENDs will be achieved by maximizing the resources made available through ImCal HSA’ s participation in the State Budgeting / Grant allocation process, self-generated funds through the MCO, or other resources developed through* ***legal means****.* Patti Farris seconded the motion and the motion passed by a unanimous vote.

* Present Slate of Officers – Board Business Scheduled for May

New slate of officers begin each new fiscal year on July 1; therefore, moving this item to June agenda. Chris Stewart motioned to amend policy to eliminate nominations in May as this is part of the officer appointment process as identified in the Bylaws. Patti Farris seconded the motion and the motion was passed by a unanimous vote.

* Status Update of IMCAL HSA Strategic Plan Selective Initiatives. – Board Business

Strategic plan is to be developed based on the established ENDS statements. Now that the established ENDS are approved, Tanya will provide board with a draft strategic plan for the June meeting.

1. NEW BUSINESS

David Palay reported on a possible conflict regarding a formal appeal he has filed regarding son’s denial for Developmental Disability Services. He has taken proper steps to follow the Board Members’ Code of Conduct and Conflict of Interest. Board followed their policy in review of this potential conflict of interest and determined that currently this is not a conflict. The board requested that the Executive Director provide them with updates of anything that she sees that might present a conflict.

David Britt, CEO United Way Central Louisiana will provide a one-day training to ImCal HSA board members that will provide a didactic educational experience to help familiarize them with policy governance procedures and support their efforts to revise and implement ImCal governance policies. This training will be held in the Sabine Room at Prien Lake Park located on the Calcasieu River in Lake Charles, La. Board agreed to begin training at 8am.

Sandy Gay brought up state requirements to serve on a board such as this. Each Board member must annually fill in a financial disclosure to be presented to the state and participate in the ethics training provided by the State. She suggested that these requirements be placed in the job description for board members so new members will be aware of these requirements. It was also suggested that meeting these requirements be placed under “Board Business” for the months in which the requirements must be met. Rusty and Tanya agreed to provide the board with the appropriate forms for the financial disclosure and the link to the ethics training. These two annual requirements will be added to the Board Agenda under Board Business.

1. NEXT MEETING – June 25, 2013

June meeting will follow Board of Directors training.

1. ADJOURNMENT

David Palay moved that the meeting be adjourned. Patti Farris seconded the motion and the motion passed unanimously.