Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

April 8, 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:

* 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. Susan Dupont, appointed by Cameron Parish
	6. David Palay, appointed by Governor Jindal
	7. Christina Mehal, appointed by Jefferson Davis Parish

Absent: Sandy Gay, appointed by Calcasieu Parish

EXECUTIVE STAFF PRESENT

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

Doug Hebert welcomed guests and invited them to introduce themselves.

1. APPROVAL OF MINUTES

The March minutes were approved unanimously as written.

1. APPROVAL OF AGENDA

Doug Hebert entertained motion to approve the April agenda. David Palay motioned and Chris Stewart seconded. It was approved unanimously as written.

VI. MONITORING

* 1. Policy Review
* Board Committee Principles

Governance Process: Board Committee Principles states, *“Board committees, when used, will be assigned so as to reinforce the wholeness of the board’s job and so as never to interfere with delegation from board to ED.”*

This policy is a standard review of the Board approving how policies are written. Tanya stated that suggested the Board moving this policy to bi-annually. Doug entertained a motion to accept these principles on a bi-annual basis. David made motion, Patti seconded and it was unanimously passed by the Board.

* Executive Session to discuss ED merit

The Board members submitted their individual comments evaluation forms to Alayna Patterson, Executive Assistant at last month’s meeting. Sandy Gay, Secretary was not available to present these comment forms. The Board entered into Executive Session at this time and asked that Alayna remain to provide the Board with the necessary documentation.

The Board meeting re-opened to regular Session after Board members discussed ED’s performance evaluation and merit increase. Doug Hebert entertained motion of the respected question to approving a performance adjustment to the ED’s salary. David Palay made motion to adopt a 7% merit increase and Shawn Sabelhaus seconded. It was unanimously passed by the Board.

David took a moment to further express and clarify the Board’s decision on the salary increase for the ED, stating the Board could not be more pleased and impressed since the hire of Tanya as Executive Director for Imperial Calcasieu Human Services Authority. All members expressed tremendous hope for the future and see a vision crystalizing. While this percentage increase is not on the high scale as her fellow ED’s, the Board agrees it’s a balance of their enthusiasm with Tanya and full commitment with her duties, while keeping in mind the current financial state of ImCal HSA.

Tanya thanked the Board and further informed them that she will only accept the merit increase when the ImCal HSA budget allows for all staff to receive a merit increase.

1. EXECUTIVE DIRECTOR REPORT

Tanya wanted to clarify a question from last month’s meeting:

In response to the question of how the term “fixed asset” is defined in the Public Bid Law, Paul informed the Board that, “immovable property” is the proper term that should be used in this case. Paul will revise the Policy to reflect this necessary change.

* + - * 1. Executive Limitations
* Info on other District Board Retreats

Tanya shared info of other Districts Board Retreats. It varies across the Boards. Some areas have done a one-day retreat to share information to new board members of what’s been accomplished and improvements.

Two areas have done annual retreats as an addition to the Board meeting which they discuss strategic planning. Every five years the Division of Administration (DOA) requires the Board to submit a five-year strategic plan. David agrees training is absolutely necessary and suggested it be focused on an evidence based outcomes and how do we develop metrics for performance. He further states specific aspects that could attribute to our District reaching this level: how is it done, where is being done, what mistakes are being made in other Jurisdictions and what can we learn from those mistakes. Tanya stated there are specific standards within performance measures that must be reported to the Legislative every year regarding Mental Health, Substance Abuse and Developmental Disabilities, as well as operating a business administration. David requests table timeline according to staff and their ability to provide these statistics. Doug suggests this occur during the Summer or Fall after Legislative Session and budget is finalized. The Board agreed and deemed further motion was not needed.

* Compensation & Benefits

Executive Limitation: Compensation and Benefits states, “With respect to employment, compensation, and benefits to employees, the ED shall not cause or allow jeopardy to fiscal integrity or public image.”

Four components of this Executive Limit:

* + Fail to comply with all applicable Louisiana State Civil Service Provisions.
	+ Fail to ensure that the Board is informed of the percentage of employee turn-over within the Authority.
	+ Fail to advise the Board of information affecting this policy.
	+ Fail to advise the Board if compensation and benefits are adversely affecting the operation of the authority.

Tanya informed the Board that ImCal HSA is in compliance with all Civil Service provisions with respect to employment. External audits are done periodically and Tanya will provide any necessary documentation to the Board as those are completed. Since becoming a District, we have only one employee file an appeal specific to their position that is currently being handling through Civil Service. Overall turn-over for staff this year was a total of 13%. This includes two retirements within Administration; three resignations, two retirements, two terminations, two transfers within BH Division, and two resignations within DD Division.

ImCal HSA consists of 102 civil service temporary and permanent positions, 76 full-time positions, and the remaining number are WAE part-time positions.

* Update on Legislative Session

Tanya and Paul met with Ronnie Johns, Senator Kleckley, and Kathy Kleibert regarding budget. The purpose of this meeting was to explain over inflated self-generated revenue and improvements ImCal has made to increase revenue. The meeting went well. Kathy Kleibert assured the legislators that DHH will assist ImCal HSA this FY and FY15 to cover over-inflated SGR targets.

VIII. NEW BUSINESS

1. Discuss Public Relations

David requested to move this agenda item to the May meeting.

* 1. David announced that he is removing himself from all matters involved in the qualification of the NOW Waiver Program and any process of determination until his son’s case is resolved.
	2. David Palay informed the Board that the SWLA Bar Association is receiving a grant to host public forums directed towards MH needs in the community. He suggested ImCal HSA partnering with them in hosting forums across the District and provided Leslie Musso Mize as a person of contact. Tanya will ensure that ImCal HSA staff contact Leslie.

IX. BOARD EVALUATION

 Board commented on their efficiency and productivity for this meeting.

 X. NEXT MEETING – May 13, 2014

XI. ADJOURNMENT

Doug made motion to adjourn meeting. Seconded by Shawn Sabelhaus. The motion was passed unanimously.