Imperial Calcasieu Human Services Authority

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

September 18, 2012, 5:30-7:00pm

1. ROLL OF MEMBERS AND INTRODUCTON OF GUESTS
	1. Mr. Doug Hebert, Jr., appointed by Allen Parish.
	2. Clarence “Chris” Stewart, appointed by Governor Jindal
	3. Mrs. Susan Dupont, appointed by Cameron Parish
	4. Mrs. Sandy Gay, appointed by Calcasieu Parish
	5. Ms. Christina Mehal, appointed by Jefferson Davis Parish
	6. Mrs. Patti Farris, appointed by Beauregard Parish
	7. Mr. Shawn Sabelhaus, appointed by Governor Jindal
	8. Mr. David Palay, appointed by Governor Jindal

Executive Staff Present

Mrs. Tanya McGee, Executive Director

Guests

1. Mr. Russell Semon, OBH, Liaison with Department of Health and Hospitals
2. Mr. Gordon Provost, Robinswood School and Community Homes
3. Mr. James Lewis, OCDD, Region V
4. Dr. Patrick Hayes, Medical director, Region 5
5. Dr. Vidushi Babber, Physician, Region 5
6. Carolyn Griffin, Region 5 Behavioral Health Advisory Council
7. Mrs. Susan Fry, OBH Regional Administrator
8. Dick Tanous, Executive Director, Coalition Services, Inc.
9. Terek Polite, Calcasieu Parish Police Jury Human Services

Before the meeting began, Rusty Semon addressed the Board giving some information about himself and his role in DHH.

Call to order.

Doug Hebert, Chair, called the meeting to order and noted that all board members are present and he invited the guests to introduce themselves.

1. APPROVAL OF AUGUST MINUTES

Chris Stewart moved to accept the August minutes, Patti Farris seconded the motion. The motion passed unanimously.

1. REPORT ON ORIENTATION MEETING

Sandy Gay distributed copies of the minutes of the orientation to the total board. The minutes were corrected regarding the date which was 2012 not 2011. The minutes list implications for the ED as well as for the board.

Tanya McGee distributed a report entitled “LGE ED Orientation Checklist – Imperial Calcasieu HSA” which noted the areas of the orientation that she has completed. As of September 18, 2012, 13 out of the 35 topics were completed which is a 66% completion rate. She also reminded the Board of the work plan she submitted in August which outlines the things she is focusing on.

Sandy Gay reported that the implications for the board were as follows:

* Follow or change the agendas set up in the police manual.
* Develop a mission/ENDS statement.
* Review policy regarding accountability and evaluation of the executive director.
* Terms of officers have expired and there is a need to elect officers.
* There is some confusion about when the terms of Board members begin and that needs to be cleared up.
* The suggestion was made to include documents passed at a given meeting to the minutes of that meeting to make documents easier to find. The index of meetings will name the handouts distributed at that meeting.
1. TERMS OF OFFICE

Rusty clarified that the terms of office actually begin when the by-laws are passed. The by-laws for this committee were passed July, 2011. Act 373 provides that the initial term of office is one year for the first two parishes alphabetically, two years for second two parishes alphabetically, and three years for all other board members.

* Allen and Beauregard terms were up July, 2012. Doug Hebert has been reappointed by Allen Parish and Patti Farris needs to be reappointed by Beauregard Parish.
* Calcasieu and Cameron terms will be up July, 2013.
* Jefferson Davis and Government appointees will be up July, 2014.
1. ELECTION OF OFFICERS

Patti Farris moved that the following slate of officers be elected: Doug Hebert, Chair, Susan Dupont, Vice-Chair, Sandy Gay, Secretary and Chris Stewart, Treasurer.

Shawn Sabelhaus seconded the motion and the motion carried unanimously.

1. REPORT FROM RUSSELL SEMON

Rusty reported that he will hear within the next few days if there are spots available for the training scheduled in Jefferson Parish on November 17th. He is also checking other possibilities for training for the board and will keep the board advised.

1. MEETING DATES

Chris Stewart moved that the regular meeting dates be moved from the second Tuesday of the month to the third Tuesday of the month. Patti Farris seconded the motion and the motion passed unanimously.

1. REPORT FROM EXECUTIVE DIRECTOR

Adding to the previous report of the ED, Tanya thanked James Lewis from OCDD for all of his help in familiarizing her with the operations and budget of OCDD.

She will be participating this week in the legislation for the state budget. While she will not be presenting anything until we are officially a district, she will become familiar with the process.

Tanya also reported that according to state travel guidelines, state employees cannot be reimbursed for travel more than 99 miles round trip. The goal is to encourage employees to use state vehicles. Tanya will be going to Baton Rouge on a regular basis and she would rather not take away from the fleet here, as those vehicles are needed for staff. She requested an exception to the 99 rule to be able to use her own vehicle and the exemption will require board approval.

Chris Stewart moved that the Executive Director be exempt from the state 99 mile travel rule and that the Executive Director make a report of the cost of this exemption in six months. David Palay seconded the motion and the motion passed unanimously.

Tanya reported that Rusty will be advising the Board about what needs to happen next to complete the requirements for Phase 2.

1. REVIEW OF POLICY STATEMENTS

The policy governance manual was approved unanimously by the Board September 9, 2011. The policy statements for review in September called for by the policy governance manual were sent to the members of the Board in advance of the meeting.

* 1. Financial Condition and Activities

*With respect to actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in ENDS policies.*

This policy statement was reviewed thoroughly in August and September of 2011. At this time, no changes are needed.

Tanya is gathering information regarding the financial conditions of the two agencies in the district – Office of Behavioral Health (OBH) and Office of Citizens with Developmental Disorders (OCDD). She distributed to the board copies of the revenue and expenditure budgets from Fiscal Year 2011/2012 of both offices.

David Palay moved that copies of the budgets be submitted monthly to the Board. Patti Farris seconded the motion and the motion carried unanimously.

Tanya also reported that a transitional budget has been approved for this district.

Rusty pointed out that the board should also receive documentation as well as reports about the budget. Any findings or audit information need to be made available to the board.

* 1. Global Government Commitment

*The purpose of the board, on behalf of Imperial Calcasieu Human Services Authority ICHSA), is to see to it that the District; 1) achieves appropriate results consistent with the mission of the agency for serving persons living in the community with mental illness, addictive disorders & developmental disabilities, consistent with the terms of the enabling legislation and the MOU/Framework, signed between ICHSA & DHH, 2) is consistent with the approved ICHSA strategic plan and is fiscally responsive, and 3) avoids unacceptable risk and situations.*

* 1. Governance Style

*The board will govern with an emphasis on 1) outward vision rather than internal preoccupation; 2) encouragement of diversity in viewpoints, 3) strategic leadership rather than administrative detail, 4) clear distinction of board and executive director roles, 5) collective rather than individual decisions, 6) future rather than past or present; and 7) proactively rather than reactively.*

David Palay moved that the Board waive a reading of the policy statements “Global Government Commitment” and “Governance Style” and note there are no changes needed at this time. Patti Farris seconded the motion and the motion was passed unanimously.

* 1. Ends Statement

ENDS POLICY: 20\_\_/2\_\_0 Initiatives Prioritized by the Executive Director and Governance Board Based on Current Year’s Needs and Strategic Plan

The Ends statement in the policy manual reads more like operational objectives rather than ends statements. Chris Stewart moved that the Board adopt these objectives to be used in developing an ends/vision statement to be developed by an appointed committee and submitted to the Board. Patti Farris seconded the motion and the motion was adopted unanimously.

Doug Hebert appointed the committee to be named the Strategic Planning Committee to develop a rough draft of the instruments needed in terms of vision, mission, strategic planning, ends statement. The committee named was David Palay, Chair, Sandy Gay and Doug Hebert. Susan Dupont moved that the Board approve the committee appointed, Chris Stewart seconded the motion which passed unanimously. The meeting date for this committee was set Tuesday, October 2, 2012, 4:00 PM at the Office of Behavioral Health. Tanya McGee will make the physical arrangements for the meeting and Rusty Semon will advise the committee.

1. OTHER BUSINESS

Tanya McGee reported that Connie Mead, Regional Administrator of Region V OCDD retired and a new manager will be named. James Lewis is the Interim Regional Administrator

Rusty Semon reminded the Board of the work plan and check list he previously distributed to assist in moving through Phase 2.

Rusty also reminded the Board of the survey he sent to get some idea of where the individual board members are in this process. After discussion, he agreed to contact David Palay and Susan Dupont by telephone so they can fully respond to his questions.

1. Agenda for next meeting

David Palay suggested that the agenda include an opportunity to bring up new business that would be handled at the next meeting. In the discussion, it was agreed that the agenda will always include old business: a report from the Executive Director which would include a financial report, a review of policy statements called for in the policy governance manual, any issues that have previously been raised, an “other” item to bring up issues and activities of the month that were not named in the agenda, and a “new business” section to introduce new issues.

Agenda for October

 Old Business

 Report from Strategic Planning committee

 Report from Executive Director

 Evaluation of Executive Director

 Review of policy statements

 Treatment of Staff

 Global Linkage

 Unity of Control

 Accountability of the Executive Director

 Delegation to the Executive Director

 Other

 New business

1. NEXT MEETING

October 16, 5:30, Office of Behavioral Health

1. ADJOURN

Christina Mehal moved that the meeting be adjourned. Chris Stewart seconded the motion which passed unanimously.