Imperial Calcasieu Human Services Authority

Governance Board Meeting

Prien Lake Park, Sabine Room

3700 W Prien Lake Road

Lake Charles, Louisiana 70605

June 25, 2013, 2:30 – 4:30 PM

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AGENDA

1. CALL TO ORDER

Doug Hebert called the meeting to order at 2:35 P.M noting 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. Patricia Farris, appointed by Beauregard Parish
   6. Susan Dupont, appointed by Cameron Parish
   7. Christina Mehal, appointed by Jefferson Davis Parish

ABSENT

1. David Palay, appointed by Governor Jindal (Attended Britt training but, he was called away prior to start of monthly meeting.)

EXECUTIVE STAFF PRESENT

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

With assurance that Rusty Semon’s suggestion was removed from May’s minutes, no other additions or corrections were made. The May minutes were approved unanimously as written.

1. APPROVAL OF AGENDA

There were no changes to the agenda.

1. PUBLIC COMMENT

There were no public comments.

1. OLD BUSINESS
2. Executive Limitations – Executive Director Report

An Executive Limitations Policy was not required for June. Tanya briefly discussed the fiscal year 2012-2013 expenditure analysis which is the LGE transition report for ImCal HSA. Tanya and Paul met with state office OBH and OCDD staff last month to discuss each agency expenditure reports.

Tanya McGee, Executive Director for ImCal HSA will accept authority of staff as of June 24th and of budget as of July 1st. A Board Resolution was created to give Executive Director, Tanya McGee appointing authority in which was reviewed by the board members during the June meeting. It was noted that correction be made to the statement, Parish of Calcasieu. Also noted to remove witnesses/notary public signatures and replace with Certified by Board Secretary, Sandy Gay signature. Doug requested to entertain the motion to adopt this Board Resolution. Chris Stewart motioned and Susan Dupont seconded the motion. It was unanimously passed by the board.

At the last meeting, Doug Hebert requested that Tanya McGee, ED draft a letter of request to Cameron Parish Police Jury on behalf of the board to reappoint Susan Dupont and to the Boards and Commissions to reappoint David Palay and Chris Stewart. Tanya reported that both letters had been submitted.

1. Governance Process

* Agenda Planning

Mr. David Britt presentation on Governance Policies gave concern to modify the board agenda. Structure is a way to keep the pace and be sure all aspects are being covered. The focus of the monthly board meetings should be on monitoring and decision making. Sandy Gay addressed the decision about adding an agenda item of Community Progress. Doug Hebert entertained the motion for implementing a model for a new agenda format. Chris Stewart motioned and Christina Mehal seconded the motion. The motion passed unanimously.

* Cost of Governance

Tanya reported on total cost of governance for this July 2012- June 2013 fiscal year. The expense report included board members travel $1,845.54 and Board Retreat provided by Mr. David Britt $1,385.79 for a grand total of $3,231.29.

1. Board Business

* Vote for Officers

The Board agreed to elect officers at the beginning of every fiscal year, at the July meeting. Chris Stewart made a motion to maintain the current slate of officers, Christina Mehal seconded. Motion passed unanimously.

1. NEW BUSINESS

Region V OBH received a 3-year CARF accreditation with only six recommendations. Tanya recognized the efforts made by Susan Fry, Sheryl Meek and Laurie B. Hebert for their dedication and numerous hours of hard work in preparation for this survey.

Rusty Semon questioned where the board stands from Phase II transition. Board is ready to request Phase II Assessment.

Jeff Davis Addictive Disorders Clinic (JDADC) turned over the administration of the clinic to Cenikor Foundation and they will have a grand opening ceremony for their “Care Counseling Services” facility in July.

1. NEXT MEETING – July 16, 2013
2. ADJOURNMENT

Doug Hebert moved that the meeting be adjourned as of 3:10 pm. Shawn Sabelhaus motioned and Susan Dupont seconded. The motion passed unanimously.