Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

June 9, 2015 5:30 – 7:30 PM

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

AGENDA

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:31 noting that a quorum was present.

1. ROLL CALL

Board member in attendance

a. Doug Hebert, Jr., appointed by Allen Parish

b. Clarence “Chris” Stewart, appointed by Governor Jindal

c. Gordon Propst, appointed by Calcasieu Parish

d. Susan Dupont, appointed by Cameron Parish

e. Aaron LeBoeuf, appointed by Governor Jindal

f. Christina Mehal, appointed by Jefferson Davis Parish (arrived 5:45 pm)

EXECUTIVE STAFF PRESENT

a. Paul Duguid, Chief Financial Officer

b. Nikki James, Executive Assistant

1. INTRODUCTION OF GUESTS

Doug Hebert welcomed guest and invited them to introduce themselves. See attached sign-in sheet.

1. APPROVAL OF MINUTES

Board members received May minutes prior to the meeting. May minutes were unanimously approved.

1. APPROVAL OF AGENDA

Board members unanimously approved the June agenda. Executive Director Reports were presented by Paul Duguid in Tanya’s absence. Doug Hebert stated Executive Session to discuss ED merit on the agenda will be discussed after the Executive Director Report.

VI. MONITORING

a. Policy Review

* + - Agenda Planning

Paul Duguid stated it is recommended by Tanya to push back the agenda planning until after the board retreat. Aaron LeBoeuf stated he previously attended a Strategic Planning retreat and agreed with the recommendation. Doug entertained a motion to revisit agenda planning until after the Board retreat. Chris Stewart motioned and Aaron LeBoeuf seconded.

* + - Cost of Governance

Paul Duguid reported to the Board the Cost of Governance for this 2014-2015 fiscal year. Cost of Governance included board members travel expenses currently totaling $901.49 to date.

* + - Vote for Officers

Doug Hebert announced the current officers being Doug Hebert, Chairperson, Susan Dupont, Vice-Chairperson, Chris Stewart, Secretary and Aaron LeBoeuf, Treasurer. Gordon Propst made a motion to re-elect the current officers by acclamation. Aaron LeBoeuf seconded. The board unanimously approved.

b. Board member seat expiration-Sept- Doug H.

Doug Hebert stated he will submit request to Allen Parish Police Jury to serve another term.

VII. EXECUTIVE DIRECTOR REPORT

a. Briscoe & Nepenthe House Surveys

Paul reports ImCal is working with DHH regarding licensing concerns for Briscoe & Nepenthe House. An asbestos survey and a lead paint survey must be completed at each facility. Paul has contacted a surveyor who is ready to complete the surveys. The goal is to have the surveys completed within the next two weeks.

b. BH services in Jennings

Paul reports we are losing our contractor in Jennings. ImCal staff will continue providing services in Jennings. ImCal is looking for a venue in Jennings to provide services. We have toured the Public Health facility in Jennings, however, the space is limited. Doug Hebert recommended contact the Police Jury or City Hall. Paul reports although we are looking for a venue there is no loss in services at this time. Doug mentioned that Christina Mehal was interested in providing counseling services and the facility. Doug reports Christina was willing to resign from the board, however, the Louisiana Ethics Law states no former member of a board commission can be contracted or employed with former Board commission for two years after resignation.

* + - Executive Session to discuss ED merit

Doug Hebert entertained a motion to enter into Executive Session to discuss ED merit. Gordon Propst motion and Chris Stewart seconded. It was unanimously approved by the Board. Paul Duguid, Nikki James and guests excused themselves from the meeting at this time.

The open meeting reconvened. Susan Dupont made a motion to increase ED pay by 7% and Gordon Propst seconded. It was unanimously approved. Paul Duguid stated Tanya would only accept the pay increase contingent upon all ImCal staff being able to receive a performance adjustment.

VIII. NEW BUSINESS

Christina Mehal stated she submitted a letter to the Louisiana Ethic Boards requesting a decision regarding being a ImCal contracted provider of BH services in Jennings. Christina will contact Doug Hebert and Tanya McGee once a decision is made.

IX. NEXT MEETING- July 14, 2015

X. ADJOURNMENT

Meeting was adjourned at 6:06 pm.