Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

November 5, 2013, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called meeting to order at 5:35.

1. ROLL CALL

Board members in attendance (Christina Mehal came in after roll call was completed).

* 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. Christina Mehal, appointed by Jefferson Davis Parish
	7. Susan Dupont, appointed by Cameron Parish

Absent: David Palay, appointed by Governor Jindal

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. Paul Duguid, CFO

III. INTRODUCTION OF GUESTS

 Doug Hebert welcomed guests and invited them to introduce themselves.

IV. APPROVAL OF MINUTES

David Palay emailed requested changes which were made. The revised October minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

Approval of agenda was unanimously passed by the Board with the exception of Doug Hebert suggesting that a brief summary of *Phase II Assessment* be added under Board Business.

VI. MONITORING

 a.Policy Review

* Monitoring of Executive Director

The Board Executive Director Linkage (pg. 20) Policy states the way the Board evaluates the Executive Director’s performance. Each time the Executive Director reports on an Executive Limitation Policy, the Board completes an Executive Director Evaluation form. In February, the board is to complete an annual evaluation and designate a committee to review the evaluations and submit a performance report to the Board Chair in March. In April, the Board is to move into Executive succession to decide if the ED’s performance is favorable and warrants a merit increase. The Board agreed that no changes to this Policy are necessary.

1. Board Business
* Phase II Assessment

Tanya McGee reported once Phase II Assessment is approved, DHH requires a “shadow year” to demonstrate that all policies are effective and operational. From an operational policy standpoint, we are ready to request Phase III as of January 2014. The Board is required to have full understanding of the ENDS statement process, the Policy Governance Manual and how it operates, and accountability to owners/stakeholders. Rusty Semon issued two documents via email for each Board member to complete in determining readiness for Phase III. 1) LGE Readiness Assessment, a tool used by the Assessment team. 2) LGE Board Governance checklist which measures the board members’ individual understanding and satisfaction that the Board has been successful.

Tanya asked that the checklist be completed and submitted to Alayna via email prior to next meeting; or bring completed hard copy to meeting.

* *Discuss holiday social*

Tanya invited the Board to the 1st Annual ImCal HSA Staff Christmas Party, December 6th at Springhill Suites. The Board decided to have their Christmas social after the December 17th meeting. Board members offered to bring a dish or dessert or drink. Alayna Patterson will send out an email to coordinate the menu.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Global Executive Constraint

It is not necessary for Tanya to report on this policy in a formal report, but she offered to give reports of legislature audits and reviews from DHH throughout the year. Doug asked for any modifications and the Board agreed the Policy is satisfactory as is.

1. Update on Current Activities

An expenditure budget was not available since this meeting was so early in the month. November expenditure report will be rolled into December’s report. At the October meeting, the Board requested reports demonstrating that ImCal is a good steward of taxpayer dollars. Tanya and Paul provided a Reduction Plan Savings and Cost report that explains a nine month process to reduce the Tulane University tele-psychiatry contract. Tele-psychiatry allows psychiatrists from other areas to engage in client sessions via TV. ImCal HSA initially contracted with Tulane University to offer tele-psych due to shortage of psychiatrists in our area. Dr. Hayes has successfully recruited on-site Advanced Practice Nurses and a Medical Psychologist that will eventually replace the costly tele-psych services which will result in a savings of $76,000 this fiscal year and over $200,000 next fiscal year.

IX. NEW BUSINESS

Christina Mehal informed the Board that she was approached by Resource Management, Medicaid program in need of certified counselors to sign-off on documents. Tanya assured that ImCal is in no form of contractual arrangements and does not see a conflict to her duties as a Board member.

X. BOARD EVALUATION

Doug Hebert complemented the Board on a job well done with the completion of Phase II Assessment.

XI. NEXT MEETING

 December 17 with Christmas social following.

XII. ADJOURNMENT

 Meeting was adjourned at 6:35 pm.