Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

October 14, 2014, 5:30 – 7:30 PM

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

MINUTES

1. CALL TO ORDER

Doug Hebert announced that with only four board members present there was no quorum, and it would not be an official board meeting. David Palay arrived at 7:00 PM making the quorum so at that time, Doug Hebert called the meeting to order.

1. ROLL CALL

Board members in attendance.

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

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

c. David Palay, appointed by Governor Jindal

d. Sandy Gay, appointed by Calcasieu Parish

e. Patricia Farris, appointed by Beauregard Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Alayna Patterson, Executive Assistant

1. INTRODUCTION OF GUESTS

Doug Hebert welcomed the guests, who signed in on the attached sheet.

1. APPROVAL OF MINUTES

Doug entertained motion to approve the September minutes the Board received via email prior to today’s meeting. Chris Stewart made motion and Patti Farris seconded. The minutes were unanimously approved as written.

1. APPROVAL OF AGENDA

Doug Hebert entertained motion to approve the October agenda. Chris Stewart motioned and Sandy Gay seconded. The agenda was unanimously approved as written.

1. BOARD MONITORING

Tanya gave a brief overview on the following items under the Board Executive Director Linkage.

* 1. Global Linkage- The board’s official connection to the operation of the Authority through the Executive Director.
  2. Unity of Control- Only decisions of the Board acting as a body are binding on the ED.
  3. Accountability of ED- The ED is the board’s only contact to operational achievement and conduct.
  4. Delegation to ED- The board instructs the ED through written policies.

The Board approved these policies in 2011 and Tanya recommended the review of this policy continue every three years. Doug entertained motion to accept this change in policy review. Chris motioned and Patti seconded.

1. EXECUTIVE DIRECTOR REPORT
   * + - 1. Treatment of Staff

Executive Limits: Treatment of Staff policy ensures that all staff are treated fairly according to Civil Service policy and procedures. Tanya informed the Board that there have been no employee grievances submitted since the last report.

* + - * 1. HR Dept changes & staff performance adjustments

Civil Service conducted a “drop-in” audit in September. ImCal passed the audit with No Rule Violations and only documentation errors. This is outstanding especially due to the changes in HR Directors over the last year. Tanya will issue the final audit report to the Board once sent out by Civil Service.

At the end of each Fiscal Year (June), staff receive performance evaluations based on their work product and work behavior during the previous year. Performance Adjustments (previously known as merit increases). Rating on these evaluations determines eligibility for a pay increase. For the first time in five years, ImCal HSA staff who qualify will receive a performance adjustment effective October 1, 2014. 59 of the 78 civil service staff were eligible to receive this performance adjustment. 19 staff were ineligible for the following reasons: staff currently at max amount within CS pay grade, new hires that didn’t met evaluation deadline, unclassified (part-time) staff, and those staff with unsuccessful performance. Staff that received an unsuccessful performance measure have the opportunity to be reevaluated in six months. If performance measures do not improve then disciplinary actions will be taken accordingly.

* + - * 1. BH school-based program

ImCal HSA and the Calcasieu Parish School Board have joined in a Memorandum of Understanding (MOU) allowing our counselors to provide services within schools. Our counselors reviewed their case loads and identified local area schools with a high concentration of clients to begin with the plans to expand. Tanya recently visited Beauregard to meet with Children & Youth Planning Board and Taskforce coalitions. ImCal’s future goal is to provide services within all surrounding Parish schools.

* + - * 1. Update of ABA program

The Applied Behavior Analysis program is now under State Medicaid Plan to reimburse services for individuals with Autism. Providers have concern for difficulty of children being assessed due to lack of eligible funding. The requirement of a Clinical Psychologist to complete a full extensive evaluation is extremely high in cost. This issue was brought forth to Baton Rouge in which they stated any evaluation completed by a Psychiatrist, Psychologist, Child Neurologist or Pediatrician with a certification in child developmental disability will be reviewed by Medicaid. The full battery of testing is not required.

1. NEW BUSINESS

No new business to discuss.

1. NEXT MEETING – Regular scheduled meeting occurs on Veteran’s Day so the Board moved the next meeting to November 18, 2014
2. ADJOURNMENT

Doug adjourned the meeting at 7:26pm.