Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

October 15, 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

All board members were in attendance with exception of Shawn Sabelhaus. 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. David Palay, appointed by Governor Jindal
	5. Patricia Farris, appointed by Beauregard Parish
	6. Christina Mehal, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

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

III. INTRODUCTION OF GUESTS

IV. APPROVAL OF MINUTES

 The September minutes were approved unanimously as written.

V. APPROVAL OF AGENDA

Approval of agenda was unanimously passed by the Board.

VI. MONITORING

1. Policy Review

Tanya McGee stated that the Board has following four policies to review at this time. As of last couple of month all governance policies have been through an intensive review, but Board is welcome to review and discuss if necessary. David Palay recommended further review and changes were unnecessary which Doug Hebert accepted as a form of motion. Susan Dupont seconded and Board members were all in favor.

* Global Linkage
* Unity of Control
* Accountability of Executive Director
* Delegation to Executive Director
1. Board Business
* Phase II assessment

Tanya McGee stated the assessment went very well. Assessment team stated many of the policies were “perfect”. Doug Hebert announced that the written confirmation of Phase II approval should be received within 30-60 days.

VIII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitations
* Treatment of Staff

Board previously changed this policy and suggested Tanya only report as an issue arises, re grievances. No formal report at this time. Paul Duguid referenced the new budget format to show breakdown of detail within each category. David Palay stated that the level of detail is fantastic and suggested that future discussions be centered on cost saving measures and creative ways to effectively fulfill good stewardship of money. Tanya informed the Board that the FY15 budget was submitted to DOA on Monday. The submission process included an operational plan that dictates how we spend our dollars in terms of programs and agencies. The ImCal ENDS Statement is included in the Operational Plan for the mission statement and agency goals. Tanya informed the Board of possible budget costs that she will discuss in detail next month.

IX. NEW BUSINESS

The cypress tree logo has been previously approved. The Board agreed on the tagline, “Building Strength in Our Community”.

David Palay previously informed the Board of potential conflicts of interest in regard to his son’s application for placement of services. David announced the application was declined which raised questions with respect to legality of diagnostics used in the assessment. David has retained an expert and legal counsel to show his case. As a Governor Appointee Board member, David feels he is fulfilling his role in pursuing family rights. Doug Hebert confirmed that David’s current actions do not present any conflict of interest that would disqualify participation as a Board member and asked that the minutes reflect that David made this disclosure

X. BOARD EVALUATION

XI. NEXT MEETING

Christina Mehal requested to move November meeting. Doug Hebert suggested to move meeting to Tuesday, November 5th. Christina Mehal made motion, Susan Dupont seconded and it was passed unanimously by the Board.

 XII. ADJOURNMENT

 The meeting was adjourned at 6:10 P.M.

