Imperial Calcasieu Human Services Authority

Regular Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

January 15, 2013, 5:30 – 7:30 PM

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1. CALL TO ORDER

Susan Dupont opened the meeting at (Time).

1. ROLL CALL
	1. Clarence “Chris” Stewart, appointed by Governor Jindal
	2. Mrs. Susan Dupont, appointed by Cameron Parish
	3. Mrs. Sandy Gay, appointed by Calcasieu Parish
	4. Mrs. Patti Farris, appointed by Beauregard Parish
	5. Mr. Shawn Sabelhaus, appointed by Governor Jindal
	6. Mr. David Palay, appointed by Governor Jindal

Absent

1. Mr. Doug Hebert, Jr., appointed by Allen Parish (Called in)
2. Ms. Christina Mehal, appointed by Jefferson Davis Parish

Executive Staff Present

Mrs. Tanya McGee, Executive Director

Laison

Mr. Russell Semon, OBH Liaison with DHH, via videoconference

1. APPROVAL OF MINUTES

David Palay moved to accept the (December?) minutes. Shawn Sabelhaus seconded the motion and the motion passed.

IV. ADOPTION OF THE PROPOSED AGENDA

V. PUBLIC COMMENT

* 1. SUSAN BENOIT, FAMILIES HELPING FAMILIES (FHF)

As requested and approved previously by the Board, Susan Benoit, Families Helping Families, provided an overview of services and expressed concerns regarding future funding. (Details of this presentation are attached for further review)

Board Member, David Palay reported that this seemed to be an area where the district could leverage dollars and encouraged the Board and Tanya to explore the possibilities.

* 1. JUDGE WYATT, CRIMINAL JUSTICE PERSPECTIVE

As requested and approved previously by the Board, Judge Wyatt provided an overview of the history and benefits of the Mental Health Court. He also told the board that funding for continued mental health treatment in the criminal justice system through the Mental Health Court was running out and will likely only fund the program until June if a new source of funding is not found.

Board Member David Palay supported the value of the court.

VI. BOARD REPORT

 1. Administrative

 Sandy Gay reported that she had received another letter from the Office of the

 Commissioner, Division of Administration, State of Louisiana. The letter concerns what

 the Board has to do to follow the statutes on transparency. This board is in compliance

 with all requirements. Sandy distributed a copy of the letter and handouts to all members

 of the Board.

 2. ByLaws - Membership

 Patty Farris appointment by the Beauregard PPJ was renewed (Date).

3. Prioritized Strategic Initiatives for Coming Year and ENDs Development

David Palay, Chair of the Strategic Planning Committee led a discussion to determine when the data from stakeholders is needed and the ends statements need to be completed.

* David would like for each Board member to send all information gathered to the entire board by March 13th, so that the so that the Committee can prepare a draft to be presented to the Board at the March 19 meeting.
* Patty Farris reported that she and Tanya gave a report to Beauregard Parish Policy Jury.
* The public forum for stakeholders will be March 5, 2013 which will be one of the last for the development of ends statements.
* The Board can then make any adjustments needed and the Committee will then incorporate the changes and develop the final draft of the ENDs policy.
* This work on ENDs development will lead into the operational planning done by the ED leading to identification of the Prioritized Strategic Initiatives for the following fiscal year.

4. Phase II Readiness Assessment

* Board discussion around date of request for Phase II assessment. Considering request for May so the assessment can be conducted prior to July.
* DHH Liaison Rusty Semon, encouraged board members to review the Phase II Workplan.

5. Governance Process: Cost of Governance

* There was a discussion of the budget for the $300,000 transitional funds given by the state to the district. These funds are to be used for the cost governance of the district and any other transitional costs. That would include salaries (Tanya and the staff she hires which are civil service positions), travel costs for staff and Board and training for staff and Board.
* As the district moves through this transition period, board member, David Palay asked that Tanya report on the $300,000 transition funds to start educating the Board on how the Board will deal with budgets next year when there will be some control over the budget. This report would fall under Financial Condition and Activities Policy to be reported monthly by the ED.

6. Monitoring Executive Director Performance

DHH Liaison, Rusty Semon also recommended that the assessment of the Executive Director needs to be documented. He agreed to send a form to the Board to assist in these monthly assessments. A copy of that document is attached to the minutes.

VII. EXECUTIVE DIRECTOR REPORT

1. Personnel

* Tanya McGee reported that she has been given the authority to hire a Chief Financial Officer and a Chief Operating Officer. She has made the public announcement and has received a handful of calls and resumes. She will begin the interview process January 31st. There is still a need for an Executive Administrative Assistant and a Human Resources Director.

2. Financial Condition and Activities

* Tanya has also submitted a contract for the utilization of a practice management consultant (Stewart Clark). With the implementation of managed care, the BH clinics will be required to move toward and operate like a business, and a need to get in the mindset of generating funds.
* Regarding budget cuts at the state level, Tanya reported that she had given the board the information in December and to let her know if we have questions. David Palay asked Tanya when the Board might have a better idea of what services actually cost and what we can recover for services. Tanya reported that the kind of report David is referring to will be easier when an account receivables system is set up – the old system was not set up for actual cost per patient.
* David Palay moved that no changes be made to the policy statement at this time. Chris Stewart seconded the motion which passed unanimously.

3. Financial Planning/Budgeting

* This year Tanya has no control over the budget, but this is the time of the year that the legislature deals with the budget.

VIII. NEW BUSINESS

David Palay asked that the topic of conflict of interest be placed on the agenda for the next meeting to assure that all board members are on the same page.

IX. OTHER BUSINESS

Mr. James Lewis reported that the annual Mardi Gras Dance sponsored by OCDD was scheduled for the following Thursday at the Civic Center from 6 to 8:30. All are invited. It is free to the public.

X. NEXT MEETING – February 19, 2013

XI. ADJOURNMENT

Chris Stewart moved that the meeting be adjourned. David Palay seconded the motion and the motion passed unanimously.

