Imperial Calcasieu Human Services Authority

Regular Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

February 19, 2013, 2013, 5:30 – 7:30 PM

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1. CALL TO ORDER

Susan Dupont opened the meeting at 5:40 P.M.

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. Ms. Christina Mehal , appointed by Jefferson Davis Parish

Absent

1. Mr. Doug Hebert, Jr., appointed by Allen Parish
2. Mr. David Palay, appointed by Governor Jindal

Executive Staff Present

1. Mrs. Tanya McGee, Executive Director
2. APPROVAL OF MINUTES

Chris Stewart moved to approve the January meetings, Shawn Sabelhaus seconded the motion and the motion was approved unanimously.

1. CONFICT OF INTEREST, Policy Governance Manual, Governance Process, Board Member’s Code of Conduct and Conflict of Interest, p. 15

This issue was tabled until the March meeting at the request of David Palay who was unable to attend this meeting. The Board agreed unanimously to grant this request.

1. BOARD MEMBER REPORT ON GATHERING DATA FOR STRATEGIC PLANNING

On January 30, 2013, Tanya McGee and Shawn Sabelhaus attended a meeting with the Jennings Kiwanis Club. The notes from that meeting are attached to the minutes.

On February 4, 2013, Tanya McGee, Shawn Sabelhaus , and Christina Mehal, met with the Jennings Lion Club. Notes from that meeting are attached to the minutes.

Also on February 4, 2013, Tanya McGee, Shawn Sabelhaus and Christina Mehal met with the Jefferson Davis District Attorney, District Judge, Sheriff, Police Chief and City Court Judge. Notes from that meeting are attached to the minutes.

On January 23, 2013, Doug Hebert, Tanya McGee and Scott Morgan met with the Allen Parish Health and Resource Coalition Meeting and ASP School Health Advisory Council. Notes from that meeting are attached to the minutes.

James Lewis and Tanya McGee met with the Welsh Rotary Club. Notes from that meeting will be forthcoming.

Patti Farris will meet with the Rotary Club in DeRidder in March.

On January 17, 2013, Sandy Gay and Doug Hebert met with the Mayor’s Commission on Disability. Notes from that meeting are attached to the minutes.

On January 9, 2013, Sandy Gay met with the Region V Advisory Council for the Office of Behavioral Health. Notes from that meeting are attached to the minutes.

1. EXECUTIVE DIRECTOR REPORT
	1. Status on Orientation Process

Tanya reported that the last time she reported on her orientation was in October at which time she reported that she was 83% complete. She has reviewed the business plan/business model of OBH but OCDD does not have a plan so that item can be checked as complete. She is waiting to complete the rest of the orientation for (1) the completion of Mission and Vision statements and the Ends statement, and (2) the hiring of a Chief Financial Officer so that the two of them can inventory all properties.

2. Other Items

Tanya distributed a copy of the monthly expenditure reports of OBH and OCDD to the Board.

Tanya is in the process of interviewing candidates for the Chief Financial/Operation Officer. This is a civil service position and Tanya culled the 94 applicants and decided to interview 11 and expects to have a decision by the end of next week. Interviews were conducted by Tanya, James Lewis, Susan Fry, and Dr. Patrick Hayes.

The next step will be to hire an Executive Assistant to provide assistance to the Executive Director and to the Board. The position will be posted for 15 days until mid-March and interviews will begin as soon as possible.

Tanya has requested that an in-house Human Resources person be assigned to the district. Becky Thibodeaux who is retired from the state will come in on a temporary assignment to assist the HR Director begin the work for the transition of the staff to the district.

Tanya reported that there are enough funds to expand the office space needed by the district. To this date, the ImCal office has been housed in the OBH Office. The OCDD office is next door. A suite has become available within this complex that has 5 maybe 6 offices and 2 large rooms for meetings. A request has been sent to the state to obtain that space.

Baton Rouge is presently maintaining the $297,000 transitional dollars that is used for the salaries, staff and board travel, operational expenses, training, rental, lease, etc. These funds are separate from service dollars. These dollars will transfer under the district. Under the district we will have the opportunity to generate funding other than the state. In March, Tanya will present an accounting breakdown of the transitional funds. Some of the transitional dollars will be spent on a consultant in March to help determine a cost effective process to help deal with the decrease in state dollars.

Patti asked about Magellan. Tanya reported that the offices are learning more and more every day about working with Magellan. The biggest concern is that Magellan has not yet put in an accounts receivable system, making it impossible to bill insurance companies or private pay clients.

In terms of the cut of state dollars, Tanya reported that the ECSS program was cut, but it had not yet been implemented. There was also a 10% cut for contractors so the offices trimmed a little off of each contract. The legislature will begin a fiscal session on April 6th providing an opportunity to contact our legislators about the issues that impact clients.

1. POLICY TOPICS SCHEDULED FOR FEBRUARY
	1. Solicit Comments on E. D. Performance - IMCAL HSA ED Performance Evaluation Form

This is not a policy statement but a standard procedure for how the Board will evaluate the performance of the Executive Director.

This evaluation can take place monthly. In examining the policy statements, Tanya will report on the implementation of that policy and the Board can then fill out a monthly assessment paper noting whether she is doing her job, whether she provided enough information so the Board can evaluate. By monthly assessments, the Board will have documentation throughout the year so the yearly assessment will be more accurate. Tanya reported that she cannot tell the Board how to evaluate but she can present information on different ways to evaluate.

Patti Farris moved that the discussion on assessment of the Executive Director be tabled until the entire board is present. Christina Mehal seconded the motion and the motion passed unanimously.

* 1. Treatment of Consumers

Tanya reported that there is a discrepancy in the governance manual regarding the treatment of consumers. On page 31 it calls for a review of that policy statement in February and on the board agenda it is scheduled for August.

Chris Stewart moved that the policy manual be changed so that that the treatment of consumer review will be moved to August and the performance review discussion will be scheduled for March. Patti Farris seconded the motion and the Board unanimously passed the motion.

1. OTHER BUSINESS

Christina Mehal presented to the Board a copy of the Jennings newspaper that had a big article reporting on the meetings held in Jennings about the Imperial Calcasieu Human Services Authority.

Sandy Gay reported that Baton Rouge needed more information about the members of the Board, including their terms of office. The office in Baton Rouge first contacted Rusty Semon who contacted Sandy. Sandy and Tanya filled in the form and sent it back. Further questions came up so Baton Rouge contacted Sandy directly. When their questions were answered, Sandy was assured that the Board is good for a year.

Tanya and Susan reminded the Board of the OBH Public Forum on March 5th. At present the following Board members plan to attend: Christ Stewart, Doug Hebert, Patti Farris and Sandy Gay.

1. NEW BUSINESS

There was no new business.

1. MARCH MEETING March 19, 2013, 5:30 – 7:00

Proposed Agenda

Call to Order, Roll Call, Approval of Minutes, Approval of Proposed Agenda

Public Comment, Board Report, Executive Director Report, Policy Review

New Business, Other Business, Next Meeting, Adjournment

1. ADJOURNMENT

Chris Stewart moved that the meeting be adjourned. Sandy Gay seconded the motion and the motion passed unanimously.



**ADDENDUM**

**Date: January 30, 2013**

**Present: Shawn Sabelhaus, Tanya McGee**

**Notes from Jennings Kiwanis Club meeting**

* need improved connections between Criminal Justice System and MH and AD treatment - Jeff Davis Addictive Disorders clinic just moved downtown by the court house, which could help with that. Need to meet with Sheriff and DA and Judges and let them know what is going on with upcoming changes.
* developmental disabilities – would like to see more supports for young children with autism; what is provided under Medicaid is not enough – understand there is limited resources but if children with autism how are served in public sector receive as much private therapy and other supports as the private sector, then in end will save the state money b/c child has better chance of becoming productive member of society
* need to work better with special education teachers, and school social workers – need more education and advocacy in schools. Jeff Davis Parish is a great school system but most times teachers are at a loss of what to do, or what resources are available. Really need more training and education for teacher aides working in special education – they spend most time with child and are least educated
* Jeff Davis ADC does great work – community doesn’t always see that because always hear about the cases gone wrong, not the successful ones
* Need to focus more on co-occurring conditions – need to let public know there are MH services available out of AD clinic
* Need to make sure Blade Morrish and Johnny Guinn are informed so can fight for resources during legislative session

 **Date: February 4, 2013**

**Present: Tanya McGee, Shawn Sabelhaus, Christina Mehal**

**Notes from Jennings Lion Club meeting**

* Would like to see a group home type setting for people with Mental Illness, similar to the DD group homes
* Problems with the pharmacy plans under the new Bayou Health Program
* Court system is a great referral source, should work better with that system to keep people out of jail
* Should focus new programs and efforts on the children in our community – need better collaboration with the school system and mandate that parents are involved
* Need to have substance abuse prevention efforts for community, not just for kids in school system; possibly for the elderly
* Need to connect better with community on what resources are available… school board, hospital, faith organizations
* Focus on veteran population – treatment for Post Traumatic Stress

**Notes from meeting with Jeff Davis DA, Judge, Sheriff, Jennings Police Chief & City Court Judge, February 4, 2013**

* Rely heavily on Jeff Davis Addictive Disorders Clinic, heard threats of closing/cut funding – need to see them stay
* Having difficulty with Magellan authorizing inpatient treatment for court ordered clients
* Collaborate better with Dept of Children and Family Services (DCFS)
* Education on Mental health resources in community – was not aware of MH outreach services in Jennings
* Orders of Protective custody (OPC) are a drain on sheriff dept resources – need training for law enforcement on dealing with mentally ill and substance abusers, can’t take to Jennings hospital so have to drive them to Lake Charles . Need to help educate coroner on OPCs and PECs
* Would like better follow-up on felony cases that are mandated to MH or SA treatment
* Need to check on requirements for TB testing

**Date: January 23, 2013**

**Present: Doug Hebert, Tanya McGee, Scott Morgan**

**Allen Parish Health and Resource Coalition Meeting & APSB School Health Advisory Council**

Need Drug treatment in schools

* Drug education in our schools not enough, need more than prevention – need intervention
* Need programs for Children of Alcoholics/addicts
* Need help changing the social norm among kids… similar to what was done with tobacco programs. Smoking is no longer the “cool” thing to do. Need to do the same with drugs
* Multi-part process… prevention, intervention, treatment
* Drug screening in schools. Athletes are required, but not regular student body…need parental consents and parents are not willing

Mental Health

* How do we get money in place to expand services?
* In the school system, need help working with children who have parents/caregivers in treatment
* Have social workers in schools, but they focus on IEPs and testing…. Need SW in schools to provide treatment…. Could bill Magellan

Developmental Disabilities

* Transportation needs for DD clients in Allen parish… have to travel to Lake Charles for some services

**Date: January 17, 2013, 11:30 A.M.**

**Present: Sandy Gay, Doug Hebert**

**Mayor’s Commission on Disability**

Issues Raised – What is important to you?

* That people with disabilities not be put in jail. There does not seem to be many programs to serve these people. They are very fragile and frightened. Funding is a big problem. Judge Wyatt is working on it.
* Educating the public about resources more often than once a year.

How do we prioritize people to be served?

* Streamline the way questions are asked to determine eligibility.
* Those people who present the forms to be filled out need to be pro-active in helping people become eligible. Many people do not understand the forms.
* There is a problem using medical diagnosis as the sole criteria for assistance. The ability of a person to use help should be considered as well as the medical diagnosis.

What do you hope will be the result of someone receiving services?

* The quality of life will be improved.
* A greater level of independence.
* The person has a purpose in life.

What do you value the most in the treatment of people with disabilities?

* A good outcome for each person.
* The quality of service.
* Performance measures – tracking progress.
* Independence – this is different for each person.

**Date: January 9, 2013, 12:00 P.M.**

**Present: Sandy Gay**

**Revion V Advisory Council, Office of Behavioral Health**

Issues Raised

* Need for education of the public – what are the symptoms of various illnesses and where do you go for help.
* Need for partnership with the legal system, i.e., judicial, corrections and law enforcement.
* Transportation is a big issue in all Parishes, especially the outlying rural areas. Medicaid transportation under the new Bayou Health plans is limited to primary care. Magellan Behavioral Health does not cover transportation services.
* Recruiting qualified staff.
* Centralized pharmacy makes it difficult to obtain needed medication in a timely fashion.
* Need for assistance in writing grants and developing other funding sources.

How do we prioritize

* Children – preventive programs
* New contracts for special programs.
* Information about how to find services and how to fund services.
* Enhance and expand collaborations, such as MOA’s with hospitals to coordinate care.
* Meet with legislative delegations.
* Safe place for people to go, such as psycho-social skills training and drop-in center day programs, in the rural areas to support people in recovery.
* Enhanced addiction services in rural areas
* Advocacy services at the individual client level.