Imperial Calcasieu Human Services Authority

Governance Board Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

June 19, 2012, 5:30 – 7:00 PM

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I. MEMBERS PRESENT

1. Mr. Doug Hebert, Jr., appointed by Allen Parish

2. Mrs. Patty Farris, appointed by Beauregard Parish

3. Mrs. Susan DuPont, appointed by Cameron Parish

4. Mr. David Palay, appointed by Governor Jindal

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

6. Mr. David Palay, appointed by Governor Jindal

7. Mr. Shawn Sabelhaus, appointed by Governor Jindal

8. Ms. Christina Mehal, appointed by Jefferson Davis Parish

Absent

1. Mrs. Sandy Gay, appointed by Calcasieu Parish.

Doug Hebert called the meeting to order welcoming everyone and noting that a quorum is present.

II. Welcome and Introduction of Guests

1. Russell Semen, OBH, Liaison with Department of Health and Hospitals

2. James Lewis, OCDD

3. Phillip Hoffpauir, Robinswood School

III. APPROVAL OF MINUTES

Approval of the May meetings minutes were deferred until the July 2012 meeting.

IV. INTRODUCTION OF RUSSELL SEMEN

Doug Hebert introduced Russell Semen who gave a synopsis of the history of Human Service Districts and the methodology of DHH technical assistance. Mr. Semen wrote and co-authored the assessment model for Human Service Districts and shared with the board his experiences and outlays for DHH protocol.

V. STATUS REPORT ON MEDIA CAMPAIGN

David Palay reported that he has been unable for a multitude of reasons to pursue the public relations campaign previously discussed, but anticipates moving forward with the campaign by mid-July. Mr. Palay further informed the board that he had been misquoted in the Southwest Daily News, regarding the boards administrative functions and expedition thereof through DHH. The quote deemphasized the responsibility of OBH incorrectly. The quote was given before the Westlake Rotary Club.

VI. STATUS REPORT ON EXECUTIVE DIRECTOR POSITION

Susan DuPont reported that the recruiting site had received 23 applications. The applications received demonstrated a wide demographic and geographic outlay. Susan questioned whether a review of every application would be appropriate given the total received, and Chris Stewart and Doug Hebert suggested that the board follow the procedures for review already establish in prior meetings minutes. Russell Semen offered his assistance in providing a selection modeling including a preformatted summary for minimum qualifications via summary spreadsheets. An example was provided.

Doug Hebert suggested opening the ED selection process to include input from board members outside the ED nominating committee. Chris Stewart offered to make hard copies of input data for those involved in the nominating process. Doug Hebert and Russell Semen emphasized the confidentiality of applicant data and the selection process. A tentative meeting by the nominating committee was set for June 21, 2012.

Lastly, discussion was held regarding the possibility of a special board meeting since the initial target date of July 1, 2012 for ED selection would be unachievable and need to be pushed back on the calendar.

VII. IMCAL REPORT TO CALCASIEU POLICE JURY

Russell Semen suggested a specific list of bullet point items to unify efforts to communicate the board’s efforts efficiently and uniformly. Russell Semen further clarified the phase process of the ED contract execution and other changes noted to the IMCAL report to the Calcasieu Police Jury. Several changes were noted but the document is a summary and not considered definitive.

Other comments regarding the report were noted by Russell Semen including the bias toward difficulties versus successes. Russell Semen requested clarification of the difficulties the board had encountered in their formation process. The board justified bullet point items regarding difficulties to substantiate timing issues and duties of action as the board formation and assessment moved forward. Russell Semen noted that he would prefer to see a more positive opine toward challenges.

David Palay suggested striking two line items (item 3 and item 5) from the challenges section which the board approved.

VIII. ANY OTHER BUSINESS

In an update on community involvement the board discussed building an email platform for public notices. Russell Semen indicated that he has an email database available for these purposes which he will make same available to the board.

Russell Semen noted that each board member will need to complete a web based ethics course. Details will be provided via email at a later date.

Christina Mehal notified the board that she will be having a baby in November.

IX. AGENDA FOR JUNE SPECIAL MEETING – June 26, 2012.

1. ED nomination update

X. ADJOURN

Doug Hebert suggested that we “haul ass man!”