Imperial Calcasieu Human Services Authority

Regular Meeting

Region V OBH Regional Office

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

March 19, 2013, 2013, 5:30 – 7:30 PM

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

1. CALL TO ORDER

Doug Hebert opened the meeting at 5:42

1. ROLL CALL
	1. Doug Hebert, Jr., appointed by Allen parish
	2. Clarence “Chris” Stewart, appointed by Governor Jindal
	3. Mrs. Susan Dupont, appointed by Cameron Parish
	4. Mrs. Sandy Gay, appointed by Calcasieu Parish
	5. Mrs. Patti Farris, appointed by Beauregard Parish
	6. Mr. Shawn Sabelhaus, appointed by Governor Jindal
	7. Mr. David Palay, appointed by Governor Jindal
	8. Ms. Christina Mehal, appointed by Jefferson Davis Parish

Executive Staff Present

1. Mrs. Tanya McGee, Executive Director

Liaison

1. Mr. Russell Semon, OBH Liaison with DHH
2. APPROVAL OF MINUTES

Doug Hebert asked if there were any changes to the minutes. Since there were no changes, the minutes were approved as written.

1. APPROVAL OF AGENDA

Doug Hebert asked if there were any changes to be made to the agenda. There were no changes so the agenda was approved,

1. PUBLIC COMMENT

Doug welcomed the guests present and expressed his appreciation for their being here.

None of the guests had any comments.

1. BOARD MEMBER REPORT

Doug Hebert reported that he had met with the judges in Allen Parish to gather input from stakeholders. Notes from this meeting are attached to the minutes.

Doug reported that the Ends Committee met this afternoon attended by Doug, Sandy Gay, Tanya McGee and Rusty Semon. They went through the notes taken at various forums to determine input from stakeholders. They also looked at the end statements of other districts. With that data they formulated a draft of an ends statement, a copy of that draft is attached to these minutes. Doug suggested that the committee delay action on the draft until the committee has an opportunity to study the draft. Discussion and action on the ends statement will be put on the April agenda.

When the ends statement is approved by the board, Tanya will develop a strategic plan based on the ends statement. The collection of data from stakeholders will be going and the ends statement can be revised as needed.

1. EXECUTIVE DIRECTOR REPORT

Tanya McGee reported that the new CFO/COO will start April 1st. His name is Paul Duguid from Arkansas and he has a great deal of experience with grants, dealing with different means of financing and strategic planning. He will be responsible for the budget, fiscal issues contracts, IT and revenue forecasting.

Tanya also hired a temporary HR person, recently retired Becky Thibodeaux, who is working on the transition of staff from DHH to the district. She can work 25 hours per week. She will train a current OBH Region V employee for the role of HR Director.

Tanya received 102 applications for the position of Executive Assistant. The office should have 3 staff persons in April. She is working on getting a lease for the space next door. There is a need right now for frequent meetings with Baton Rouge during this time of transition.

Tanya distributed copies of the OBH and OCDD budgets and Region V transitional budget. In the transitional budget there is $37,000 left over which is needed for office furniture and equipment.

The consultant hired with LGE transition funding is working with the Region V OBH staff every week for two to three days. He is available to come and talk to the board at the next board meeting about the current he is doing with staff.

1. POLICY REVIEW

Member’s Term Wishes Sent to Parishes. It was clarified that it is board of board business to keep up with the terms of board members. If a member’s term is up, the board can send our wishes for fulfilling the position to the appropriate police jury. The Board can send a letter to Boards and Commissions asking for the renewal of board members appointed by the governor.

Retreat for Board Development. Rusty Semon reported that other boards have used retreat time for training on Roberts Rules of Order or Policy Governance or anything else that the board needs to address but does not have time at regular meetings. Some invite a professional to come in to give a perspective as to how to do the board job well. A retreat could also be used to better understand how to operate the policy governance manual. Other options discussed: have a retreat away at some place like Camp Edgewood ; have something overnight or with the option of staying Friday and the retreat itself all day Saturday. Tanya was charged with the task of exploring options for a one day retreat.

Comments on Ed Performance. The following comments were made:

* It is the responsibility of the Board to evaluate the performance of the Executive Director.
* The policy manual, p. 23, provides a form for an annual evaluation.
* Rusty Semon presented to the board another form that can be used on a regular basis to evaluate performance. That form can be added to the policy manual if the board so decides.
* The evaluations can be made by the entire board or delegated to a committee.
* The Executive Director has the responsibility of giving the board the information needed to determine if she has met the policy as directed by the board.
* The Board needs to pay particular attention to the development of information that is reliable so that we can judge the questions that we may be asked.
* The Board needs enough information to determine if the district is providing the best services. The board needs evidence based outcomes so that we are not just taking people’s opinions.

David Palay moved that the topic of performance review be placed on the April agenda. Shawn Sabelhaus seconded the motion and the motion passed unanimously.

1. OTHER BUSINESS

David Palay re-introduced the topic of conflict of interest. Because of his role as a prosecutor and also as the father of a son with special needs, he wanted assure that it is within his right to attend any meeting to take in information without any conflict of interest.

1. NEW BUSINESS - none
2. NEXT MEETING

Date: April 16, 2013

Proposed Agenda Items:

Old Business:

* Dr. Stewart Clarke
* Ends Statement
* Performance Review

Phase II Assessment

1. ADJOURNMENT

Chris Steward moved that the meeting be adjourned. Shawn Sabelhaus second the motion and the motion was approved unanimously.

****

**ADDENDUM**

Notes from visit with Allen Parish District Judge

Present: Doug Hebert

* Rely heavily on Allen Outreach, want to maintain viability.
* Increased support for substance abuse treatment and prevention programs.
* Increased availability of juvenile counseling services for kids in the juvenile justice system.
* Collaborate better with Dept. of Children and Family Services (DCFS).
* Enhance awareness in the general public about availability of programs to deal with mental health issues.
* Make every effort to provide as many services locally as possible.