Imperial Calcasieu Human Services Authority

Governance Board Meeting

3505 5th Avenue, Suite B

Lake Charles, Louisiana 70607

May 13, 2014, 5:30 – 7:30 PM

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MINUTES

1. CALL TO ORDER

Doug Hebert called the meeting to order at 5:31 noting that a quorum was present and Patsy Farris and Christina Mehal were expected. Both arrived after the meeting began.

1. ROLL CALL

 Board members in attendance.

* 1. Doug Hebert, Jr., appointed by Allen parish
	2. Clarence “Chris” Stewart, appointed by Governor Jindal
	3. Sandy Gay, appointed by Calcasieu Parish
	4. Patricia Farris, appointed by Beauregard Parish
	5. David Palay, appointed by Governor Jindal
	6. Christina Mehal, appointed by Jefferson Davis Parish
	7. Susan Dupont, appointed by Cameron Parish

ABSENT

Shawn Sabelhaus, appointed by Governor Jindal

 EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Alayna Patterson, Executive Assistant
3. Paul Duguid, Chief Financial Officer

III. INTRODUCTION OF GUESTS

 Doug Hebert welcomed the guests, who signed in on the attached sheet.

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IV. APPROVAL OF MINUTES

In discussing the minutes, David Palay mentioned that he found a typo. The minutes were then approved as corrected.

V. APPROVAL OF AGENDA

David Palay moved that the agenda be approved. Chris Stewart seconded the motion and the board agreed unanimously.

VI. MONITORING

Policy Review

1. Chairperson’s Role

In the brief discussion of the chairperson’s role, it was mentioned that this policy statement, found on page 11 of the policy manual, was reviewed in August. This statement clarifies the role of the chairperson. The Board agreed that everyone was satisfied with the way the policy is written. Tanya McGee recommended that the review of this policy be moved to every other year. Chris Stewart moved to change the review of this policy to once every two years, Susan Dupont seconded the motion and the motion was unanimously approved.

1. Member’s Code of Conduct

This policy has been reviewed on several occasions as issues came up. The Board agreed that the policy statement needs to be reviewed annually especially since new board members will be coming on board.

1. Present Slate of Officers

The policy under “board business” calls for presenting a slate of officers in May, voting for new officers in July and the new officers would assume their position in July. There is no limit on terms. The present officers were named at this meeting.

VII. EXECUTIVE DIRECTOR REPORT

1. Executive Limitation

Emergency Executive Direction Succession

There are two policy statements regarding succession. One is under Executive Limitation and is the responsibility of the Executive Director. The other is under Governance Process and is the responsibility of the Board to consider the recommendation of the Executive Director and to hire the interim director.

The Board is also to assure that the Executive Director name two Executive Successors in her absence and that she assure that the two named are cross trained. Tanya identified two successors in the review of this policy in May, 2013: (1) Paul Duguid, Chief Financial Officer and 2) Dr. Patrick Hayes, Chief Medical Officer.

David Palay asked if the two were still her choices and she affirmed that they are. He asked if they have been cross trained and she assured him that they have been.

David Palay moved that the review of both policy statements be scheduled for May. Susan Dupont seconded the motion and the motion passed unanimously.

No changes were made in either policy.

b. Update of contracts for Fiscal Year 2014/15

Tanya reported that contracts will no longer go through the Department of Health and Hospitals. List of the contracts were submitted to the Board in December. Under Title 38 the district is not obligated to put the contracts out for bids, however the Executive Staff decided that they would put contracts over $250,000 out for bids. The Board consent is also needed for those contracts over $250,000.

**Matthew 25:40**

Tanya reported that there are recent concerns about a contract with Matthew 25:40. This agency is a 16 bed half-way house for recovery and it takes clients from all over the state. The facility is off of Martha St and the building was once St. Hubert Catholic Church. The diocese donated the land to serve people with aids.

DHH has a $175,200 contract with the Board of that agency. About two months ago it was discovered that the fiscal issues are in disarray. The agency has not paid payroll taxes in years. The Executive Director resigned. There is an audit being conducted and some folks may be arrested. The District may not be able to contract with the agency again and may be looking for a new contract. The district is working with the agency to assure that there is no break in services while these issues are being resolved.

Chris Stewart has severed as Executive Director of Matthew 25:40. Because of his experience he has been asked to come back to help and is now serving as interim director on a volunteer basis. He reported that his concern is to put food on the table and keep a roof on the house and to do as much damage control as possible. The Board determined that since this is not a paid position, there is no conflict of interest with Chris continuing to serve on this Board.

This discussion led to a discussion about an agency in this district serving the entire state. The concern was that we owe a responsibility to the people in this district receiving needed services and the question was whether serving the state would be detrimental to the people in this area. Tanya explained that DHH has required that we take patients from all over the state and it has worked out because other districts can better meet the needs of some of our clients. There has not been a problem with sharing facilities around the state.

**Briscoe Treatment Center Bid Award**

The contract regarding Briscoe is to operate a 24 bed adult primary inpatient rehabilitation unit and 6 bed medically supported detox unit for males and females over the age of 18. The present contract is with Cenikor Foundation, Inc. When the contract was put up for bid two companies – Cenikor Foundation, Inc and Pathways Community Behavioral Healthcare, Inc. submitted bids. A review committee received and examined the bids. They summarized the material according to four criteria (1) work plan, (2) relevant experience, (3) personnel qualifications and (4) financial condition. They listed strengths and weaknesses of each company in those areas and summarized their findings. Using this process, Pathways won the bid.

David Palay reported that Pathways has a great reputation in the courts. Tanya recommended that the Board give assent to this bid so that she can enter into a contract. This was the first time the proposal had been presented to the board so the board requested that Tanya send to them the summaries of each company so that they can be better prepared to give assent to the contract. The issue will be voted on in June.

**ETC – COMPREHENSIVE CRISIS AND SUPPORT SERVICES**

The present contract specifies services for children. The Request for Proposal (RFP) is the same process as used before. Education and Treatment Council (ETC) has been a provider for years and Tanya reported that she would be surprised if we do not renew this contract.

The handout describing this contract specifies services including crisis stabilization, short term respite, crisis intervention service, and behavioral health services for eligible families who receive services through ImCal. Services include a Crisis Adult Response Team (CART) for a minimum of 100 families, supportive case management for a minimum of 50 families, Functional Family Therapy (FFT) for at least 80 families, Nurturing parenting Program (NPP) to at least 7o0 families and support to a minimum of 135 families and crisis program management.

This is a one year contract for $488,538, and there will be some changes in continuum of care. Amy Dunn is the Executive Director and Tanya will email to the board the RFP submitted last time.

**LOUISIANA CLINICAL SERVICES (LCS) CONTRACTS**

There are multiple contracts under LCS. These contracts are to provide a way for these providers to maintain services where there would have been service cuts. The funds for the contracts are taken out of the state put into LCS which are protected funds. The only contract in excess of $250,000 is Volunteers of America. These agencies contract directly with the provider while ImCal provides a monitor role. Other contracts may be transferred to LCS. The benefit is that the district would spend less money and get the same level of services.

c. Legislative Session Updates – Tanya reported that the Executive Team has met with local legislators and they have been very open to the issues discussed.

d. SWLA Bar Association Public Forum Update

David Palay reported that the forum is moving forward and the goal is for the first meeting in the summer.

VIII. NEW BUSINESS

The suggestion was made that a discussion on public relations be on the agenda for next month.

Doug Hebert suggested that the time of the meetings be moved to 6:00 to help those who have to travel. David Palay made a motion to make that change, Patti Farris seconded the motion. The motion passed unanimously.

IX. BOARD EVALUATION

The Board expressed satisfaction at the meeting.

X. NEXT MEETING

 The next meeting is scheduled for Tuesday, June 10, 2014, at 6:00 PM.

XI. ADJOURNMENT

The meeting was adjourned at 7:35.

