Imperial Calcasieu Human Services Authority

Region V OBH Regional Office

Special Sub-Committee Meeting for orientation of Executive Director

3505 5th Avenue

Lake Charles, Louisiana 70607

September 11, 2012, 10:00-11:30

1. PRESENT
   1. Mr. Doug Hebert, Jr.,
   2. Mr. Clarence “Chris” Stewart
   3. Mrs. Sandy Gay, Chair
   4. Mrs. Tanya McGee, Executive Director
   5. Mr. Russell Semen, by phone
2. HANDOUTS

Sandy Gay distributed two handouts

1. An index of past meetings indicating topics covered and Tanya’s presence at the meeting.
2. A copy of the notes sent by Rusty suggesting talking points for this meeting with the main points highlighted.
3. PROCESS

It was agreed that the process would be to go through the notes provided by Rusty and to discuss the various points made by the notes. In the course of the conversation, it was determined that Tanya is very familiar with OBH operations and is in the process of learning OCDD operations. The conversation resulted in some implications for Tanya and implications for the Board.

1. IMPLICATIONS FOR THE EXECUTIVE DIRECTOR
   1. An Accountability and Implementation Plan has been under development for the past several years at the state level.  Tanya will have input into that plan especially in terms of the impact of Magellan on the plan. While Tanya does not yet have voting power since we are not officially a district, she will have input into that plan especially in terms of the impact of Magellan.
   2. Tanya is presently knowledgeable about of the scope of the Office of Behavioral Health and is presently learning the scope of the Office of Citizens with Developmental Disorders. She will continue to orient herself regarding the inventories, issues, maintenance/plans and make that part of her work plan. She will report her orientation completion to the Board.
   3. Tanya presently has an understanding of the funding streams for OBH and she is presently learning about the funding streams for OCDD. This is also a part of her work plan and she will report orientation completion to the Board.
   4. Tanya is very familiar with the reporting process to the Department of Health and Hospitals which includes services, financial summaries of the operations of the district. She has been working with the other Executive Directors to see how this is done and to prepare to make such a report when the time comes.
   5. Tanya is very familiar with Act 373 and the specifics that were not included under the jurisdiction of the department. She mentioned that the agencies have memorandums of understanding with agencies over which we have no jurisdiction.
   6. Tanya is presently participating in the Human Services Interagency Council even though at present she is not a voting member. The other Executive Directors have given a great deal of support to Tanya.
   7. Tanya is very familiar with the responsibilities of DHH in facilitating the development and monitoring of the District. Rusty is now responsible for working with the Board in its continued implementation and working with its developed policies. Tanya is now responsible for carrying out the operations or “means” of the district in according with the developed “Ends” by the Board.
   8. Tanya is very familiar with the open meetings law and she posts the agendas provided by the secretary of the Board. She will continue to work toward a data base to forward the agendas to interested people.
   9. Regarding the discussion of the policy manual, the minutes reflect that Tanya was present at every stage of the development of this manual. There is a need for the Board to continue to review the policy statements and Tanya will be part of those discussions.
   10. When Rusty questioned the meaning of the statement in the job description that reads “Facilitate Board preparation and instruction and provide support toward efficient operation,” it was clarified that Rusty, as liaison, is to provide information to assist the board toward efficient operation and Tanya as the employee of the Board is to assist the Board as requested.
   11. Tanya will provide to the Board the vision and mission statement of OBH and OCDD to assist the Board in developing a vision and mission statement to the district.
   12. Regarding the by-laws, Tanya’s role would be to call to the attention of the Board if the Board if we move beyond the scope of those by-laws.
   13. Regarding communication with the board, any communication beyond board meetings that pertains to the Board should be communicated among all board members.
   14. Regarding outreach and relationship building, Tanya has begun that process and it was agreed that the reports to the board should be bullet points highlight the important points. There is a need to develop opportunities to gather input from stakeholders.
   15. Regarding the Board meeting in executive sessions, it was clarified that Tanya’s role will be determined by the Board on each occasion.
2. IMPLICATIONS FOR THE BOARD
   1. The Board needs to follow or to change the agendas set up in the policy manual in addition to timely issues.
   2. The Board needs to development a vision and a mission/ENDS statement.
   3. The policy regarding accountability and evaluation of the executive director needs to be reviewed.
   4. The officers’ terms have expired and there is a need to elect officers.
   5. There has been some confusion about the terms of office of each board member and there is a need to clarify the term of each Board member.
   6. There are documents passed by the Board that were not attached to the minutes of those meetings. The job description of the executive director is an example. The Board can decide whether to include such documents in the minutes.
3. ADJOURN

**Imperial Calcasieu Human Services Authority**

***Executive Director***

**Job Description**

**Projected Starting Salary: $95,000**

**General Scope of Responsibilities**

The Executive Director serves as the Chief Executive Officer for the Imperial Calcasieu Human Services Authority (ICHSA). The individual is expected to provide leadership, management, and overall administration of all agency programs and services in the areas of Behavioral Health and Developmental Disabilities for the residents of Region IV.

The ICHSA is a legislatively created program and the Executive Director is expected to provide direction for the establishment of a model of local service management. The Executive Director is expected to assure a smooth transition from state-operated services to operation under a separate governmental entity functioning at a local level.

The Executive Director reports to the Board of Directors of the ICHSA. The Executive Director will develop a strategic plan which outlines the goals, objectives, strategies, timeframes, measures and outcomes. The Executive Director must maintain a close working relationship with the ICHSA Board and report to the board on an annual basis.

The Executive Director is required to exhibit extensive administrative and service related knowledge, demonstrate initiative, exercise sound judgment, maintain excellent relationships with the Board, staff, and community and manage multiple priorities in services for all disability areas in a timely manner.

**Assist the ICHSA in Structuring and Implementing Policies**

1. Facilitate Board preparation and instruction and provide support toward efficient operation
2. Ensure the development and operation of programs and services consistent with the stated Board strategic plan
3. Communicate effectively to all relevant stakeholders a vision of service delivery consistent with the Board’s mission and ends.
4. Oversee the development and annual operating budgets and budget revision consistent with Board priorities
5. Present an annual report to the Board at the annual Board meeting and provide other reports to the Board as requested
6. Work with the Board to design a system of communication and to implement necessary changes to the programs if necessary
7. Ensure adequate planning and preparation for all Board meetings
8. Apprise the Board of any issues impacting the ICHSA in a timely manner

**Administrative Responsibilities**

1. Assure development of new administrative policies, procedures and support for the transition to the operation of a local service management system
2. Establish measures to evaluate progress and delivery of services and processes and to make the necessary changes if the services are inadequate.
3. Develop, implement, and fulfill the requirements of the Operating Agreement between the Board and DHH. Maintain effective working relationship with relevant federal, state, and local agencies and officials
4. Comply with all law and acts governing the operation of the District as set forth by the Board and State of Louisiana
5. Respond to DHH requests for planning, programming, budgetary and statistical information. Participate in statewide initiatives and attend necessary state meeting s concerning the District
6. Serve as primary agency liaison to relevant state and local organizations providing related services, coordinating policies, plans, and activities and assuring the development and implementation of interagency agreements where needed
7. Ensure employment processes are in place to maintain appropriate staffing levels and policy development
8. Provide appropriate supervision to direct reports and comply with Civil service policies
9. Manage and respond to media inquiries

**Provide Staff Leadership and Management**

1. Assure the implementation of reasonable and effective staff development practices and programs
2. Oversee the implementation and maintenance of relevant personnel management policies and public service requirements, and restructure when necessary organization staffing to provide the most effective service delivery
3. Identify resource needs and pursue available funding sources
4. Identify services to better serve clients
5. Supervise programs and administrative directors, and conduct meetings and communication with staff on at least a monthly basis to discuss status, direction and operation of the program
6. Develop annual goals and plans for the staff to assist in the administration of all service areas ensuring these goals and plans are consistent with Board goals and objectives.
7. Identify and pursue managed care contracting opportunities that might improve service delivery in our area.

**Follow Applicable Statutory and Regulatory Guidelines**

1. Assure that all ICHSA programs and services are in compliance with relevant regulation, licensing standards and related policy and procedural requirements.
2. Assure development and maintenance of adequate professional, financial, and management information systems as required by state and as necessary for efficient operation
3. Direct the evaluation of pilot activities in compliance with relevant statutory and regulatory requirements, conduct periodic monitoring and be responsible for adequate record keeping of the development and operation of the AAHSD.

**Education and Experience**

1. Master’s Degree minimum requirement in the Healthcare or Human Services field.
2. At least ten years of experience in Healthcare or Human services. Experience with DHH and their programs preferred.
3. Extensive organizational leadership experience required.

**Skill Set**

The candidate should be proficient in:

* Communication Skills
* Administration
* Strategic Planning
* Staff development/Supervision
* Community Affairs Oriented
* Grant Writing/Budgeting Experience
* Contract negotiating Skills
* Proficient in computer software such as Microsoft, Excel, Power point etc.

Adopted by the Board of Directors, January 17, 2012