**Governance Board Meeting Agenda**

**April 4, 2024**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:04 p.m. noting a quorum was present. The meeting was held at the Office of Public Health Region V Administration Office.

II. ROLL CALL

1. William Sommers, appointed by Governor Edwards

b. William Johnson, appointed by Allen Parish

1. Linda Storer, appointed by Beauregard Parish
2. Aaron LeBoeuf, appointed by Calcasieu Parish
3. Katie Guinn, appointed by Jefferson Davis Parish

Absent

1. Melanie Sarro, appointed by Governor Edwards
2. Braylon Harris, appointed by Governor Edwards
3. Penny Champion, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Jenny Mills, Deputy Director
3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests present at the meeting.

IV. APPROVAL OF MINUTES

Board members received the March minutes prior to the meeting. Linda Storer requested a motion to approve the March minutes. Aaron LeBoeuf motioned and Linda Storer seconded. March minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the agenda. Katie Guinn motioned and Linda Storer seconded. Agenda approved with no changes.

VI. BOARD MONITORING

A. Board Committee Principles

This policy allows the board to form committees to reinforce the wholeness of the boards job, and to not interfere with delegation from the board to the Executive Director. Committees act for the board as a whole. They cannot have authority over, advise or direct staff. All requests must be made through the Executive Director. The ImCal Board formed Committees early in their inception in order to complete the work of the transition from state to local authority. The Board has not utilized Committees in several years. A copy of the policy was not available for the board meeting. This policy will be sent to the board via email. If any questions arise the board can reach out to Tanya.

B. Financial Disclosures

Kristen Arville reminded the Board that Financial Disclosures are due by the May

meeting. The disclosures will be emailed to all board members. This is an annual

report required by the Louisiana Board and Commissions for each year served by a

board member.

VII. EXECUTIVE DIRECTOR REPORT

A. Compensation & Benefits

The Annual Turnover report was presented to the board. The report details all of the personnel changes within ImCal during the year. Overall in the last 12 months, ImCal staff turnover rate was 5%. The board was very impressed with this. William Sommers commended the ImCal Leadership Team for amazing work. ImCal currently has 80 fulltime (TO) positions, 9 Wage Alternate Employee (WAE), 14 Job appointments, and 7 in house Professional Contractors. Yearly performance ratings are conducted for Civil Service/WAE and Contractors. William Sommers asked about the age range of employees that resigned and Tanya explained it varies but she will request this info from HR and present at next meeting

B. FY25 Contracts

ImCal is preparing for Fiscal Year 2025 contracts. Contract monitoring for the current fiscal year is completed. ImCal met with internal staff to discuss upcoming contracts and changes/additions/renewals and cancelations. Due to budget constrains, ImCal Executive Leadership has decided to not renew two contracts. The first contract provides a suicide prevention coordinator and the other is a specialty courts coordinator. Tanya plans to meet with the directors for both programs to discuss alternate funding options.

C. Update on Broad St. Property

Tanya informed the board a counter offer was received for Children’s Museum property. In the offer ImCal was given 120-day inspection period, and 42 parking spots but only for the full asking price of $1.5 million. The board rejected the counter offer. Tanya and her team are looking at other suitable properties. Tanya discussed two options with the board. Leasing an investment property or building a one-story building. The board agreed to look at both options in depth in order to get a better understanding of cost. Tanya will gather more information on both options to present at the next board meeting.

VIII. NEW BUSINESS

A. Pete

Linda Storer asked for an update on Pete. Pete currently has routine engagements. Utilization for Pete’s services include providing screening and HEP C testing and treatment in Sulphur and providing screening and treatment engagement services at Probation and Parole office in Lake Charles. Pete was previously at the Calcasieu Correctional Center but due to lack of utilization was moved to Probation and Parole. Pete also attends resource fairs, and other community events where he is needed.

IX. NEXT MEETING **05/02/2024**

X. ADJOURNMENT

Linda Storer called for a motion to adjourn and William Sommers motioned and William Johnson seconded. Meeting adjourned at 1:10 p.m.