Governance Board Meeting

4105 Kirkman Street

Lake Charles, Louisiana 70607

February 4, 2022

Minutes

I. CALL TO ORDER

Betty Cunningham called the meeting to order at 12:00pm noting a quorum was present. The meeting was held via Zoom due to the federal declarations set in place for Southwest Louisiana and to comply with the Governor’s COVID plan.

II. ROLL CALL

1. Betty Cunningham, appointed by Governor Edwards
2. William Sommers, appointed by Governor Edwards
3. Linda Storer, appointed by Beauregard Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Angela Jouett, appointed by Cameron Parish
6. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

1. Melanie Sarro, appointed by Governor Edwards

NOTE: Allen Parish seat is vacant.

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Jenny Mills, Deputy Director
3. Melanie Jackson, Chief Financial Officer
4. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

Taffany Jones, Case Manager in Allen/Beauregard Parish, ImCal’s Behavioral Health Division

IV. APPROVAL OF MINUTES

Board members received January minutes prior to the meeting. Betty Cunningham

requested a motion to approve the January minutes. Angela Jouett motioned and

Aaron LeBoeuf seconded. January minutes unanimously approved.

V. APPROVAL OF AGENDA

Betty Cunningham requested a motion to approve the agenda. Aaron LeBoeuf motioned and Linda Storer seconded.

VI. BOARD MONITORING

A. Governor Appointee Appointment

Tanya McGee reminded the board Betty Cunningham’s appointment is expiring. The governor’s office is allowing her to stay while ImCal looks for a replacement. Laurie Hebert, ImCal’s Community Services director is currently researching qualified candidates for this position. Once everyone has been fully vetted a list of candidates will be sent to the board for selection for nomination to the Governor’s office.

B. Allen Parish Appointment

Tanya McGee reminded the board the Allen parish seat is still vacant. A potential candidate has been identified. Will try to get candidate to the March meeting to learn more about ImCal and the job duties of the ImCal board of directors.

C. Vote for Board Chair

Since Betty Cunningham’s board appointment is expiring the board needs to select a new board chair. Tanya McGee reminded the board of the current slate of officers. Betty Cunningham is Board Chair. Angela Jouett is Vice Chair. Aaron LeBoeuf is Treasurer. Kristen Cassidy is Secretary. Betty Cunningham nominated Linda Storer for board chair. Linda Storer nominated Aaron LeBoeuf for board chair. Aaron LeBoeuf declined. Betty Cunningham made a motion to accept Linda Storer as board chair. Linda Storer accepted and board unanimously approved. Tanya informed Roberts Rules of Order cards were purchased by the ImCal Behavioral Health Regional Advisory Council to help with anything related to the board meetings in regards to voting, motions etc.

VII. EXECUTIVE DIRECTOR REPORT

A. Treatment of Consumers

Annual report on the Treatment of Consumers Governance Policy. Due to COVID the C’est Bon survey has not been conducted this last fiscal year. Tanya presented the Quality of Care Report for Adults and Parents of Children in the Behavioral Health division. In both surveys, completed by an average of 560 individuals, ImCal scored well in all categories, including Access to Services, Appropriateness of Services, Medication, Outcome of Services and Participation in Treatment. Aaron LeBoeuf asked how the surveys are completed. Jenny Mills informed it’s integrated with ImCals electronic health record. The survey is completed by the client on a tablet while they are waiting for their appointment. ImCal’s Developmental Disabilities division (DD) currently collects satisfaction surveys from in office visits and due to COVID those visits have decreased. To help solve this issue, Tanya informed ImCal is currently looking into online surveys for DD recipients. Linda Storer asked a few questions in regards to access to services for ImCal’s Behavioral Health division in Beauregard parish. Tanya informed the board that due to the client numbers in the Allen and Beauregard locations as well as lack of licensed providers in those rural areas, staff split time between both clinics. Beauregard BH is open Monday, Wednesday & Friday and Allen is open Tuesday and Thursdays. The clinic phones are forwarded on the days they are closed so someone will answer M-F to screen referrals, schedule appointments etc. Tanya informed the board can come to her at any time with questions, or if they know of a client or community provider that’s having issues in regards to getting into services at any ImCal location.

B. Financial Condition & Activities

Melanie Jackson, ImCal’s Chief Financial Officer presented the FY22 Mid-year Revenue & Expenditure Report to the board. Melanie informed the board ImCal is in very good financial condition. She reviewed ImCal’s Revenues covering State General Funds, Interagency Transfers (IAT), Federal Funds and Self-Generated funds. ImCal received a few new grants this Fiscal year and currently in progress of spending down funds. IAT funds spent down is projected at $3.5 million this year. Melanie is hopeful to spend the whole $3.7 million in IAT but ImCal is still waiting for some programs to begin. Projecting to spend $94,000 in federal funds. Expecting to collect $1.6 million in self-generated funds from billing. Aaron LeBoeuf asked about specific funding in regards to Substance Abuse in quarter two on the spreadsheet. He asked why this wasn’t in quarter one. Melanie informed the funding was received during the second quarter because it is a new grant from LDH.

C. ARPA Grant & Mitigation Funding

Tanya informed the board ImCal received additional grant funding under the American Rescue Plan Act (APRA). This funding is to help states and businesses recover from the financial impacts of COVID. The ARPA funding is approximately $95,000 each year for 4 years. These funds will provide clients housing stipends and also provide for a contingency management program, rewarding clients for successfully completing treatment goals. There is also a prevention component in the grant. For example, ImCal can work with local fair and festival vendors to offer alcohol free zones, increased security, examples in order to reduce alcohol related incidents. Another aspect of the APRA grant is $20,000 of mitigation funding. This funding is to be utilized to implement stress relief and other programs to help staff.

D. Tower Update

Tanya McGee informed the board that ImCal will be moving the remaining furniture and files out of the Tower. Hertz Group does not have any new updates on when the Tower will be repaired. Furniture that was not damaged will be disbursed to ImCal’s behavioral health clinics. The rest will be put in storage. The filing system will be moved to a new location that can house all of the records together. Staff are currently in the process of cleaning up files and preparing them for the move. Goal is to have everything out my mid-Spring.

E. Jennings Behavioral Health Move

ImCal Behavioral Health - Jeff Davis will be moving to a new location. Due to the growth of the clinic the building has exceeded the capacity and ImCal needs more room to house staff/programs. Move is scheduled for the first week of March. New location is 437 N. Market Street, Jennings, LA.

VIII. NEW BUSINESS

IX. NEXT MEETING - **3/3/2022**

X. ADJOURNMENT

Betty Cunningham requested a motion to adjourn the meeting. Aaron LeBoeuf motioned and Linda Storer seconded. Meeting adjourned at 1:05pm.