**Governance Board Meeting Minutes**

**February 1, 2024**

I. CALL TO ORDER

Aaron LeBoeuf called the meeting to order at 12:03 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
2. Braylon Harris, appointed by Governor Edwards
3. Aaron LeBoeuf, appointed by Calcasieu Parish
4. Penny Champion, appointed by Cameron Parish
5. Katie Guinn, appointed by Jefferson Davis Parish

Absent

1. Melanie Sarro, appointed by Governor Edwards
2. William Johnson, appointed by Allen Parish
3. Linda Storer, appointed by Beauregard Parish

 EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Jenny Mills, Deputy Director
3. Melanie Jackson, Chief Financial Officer
4. Traci Hedrick, Community Services Director
5. Michael Carter, Emergency Operations Director
6. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

 No guests preset at the meeting.

IV. APPROVAL OF MINUTES

Board members received the January minutes prior to the meeting. Aaron LeBoeuf requested a motion to approve the January minutes. Braylon Harris motioned and Penny Champion seconded. January minutes unanimously approved.

V. APPROVAL OF AGENDA

Aaron LeBoeuf requested a motion to approve the agenda. Braylon Harris motioned and Katie Guinn seconded. Agenda Approved with no changes.

VI. BOARD MONITORING

 A. Board Bylaws

In the December 2023, ImCal board meeting a motion was made to change Board member term limits to align with current legislation. The bylaws have not been changed since ImCal’s inception. Tanya reviewed the amended document with the board.

B. Executive Director Performance Adjustment

In the July 2023 board meeting, a motion was made regarding the performance adjustment for the Executive Director (ED) in which the board offered Tanya McGee a 6% pay increase, but due to budget constrains she only accepted a 4% performance adjustment. William Sommers requested to review financial condition of the agency at mid-year and reassess the additional 2%. Tanya informed the Board that whatever is granted to her, she grants to the Deputy Director. A few options were presented to the Board. (1) No increase (2) 2% annual increase (3) 2% one-time bonus. Aaron LeBoeuf called for a motion to go into Executive Session to discuss the performance adjustment. Braylon Harris motioned and William Sommers seconded. Aaron LeBoeuf made a motion to come out of Executive Session William Sommers motioned and Penny Champion seconded. Aaron LeBoeuf called for a motion to give Tanya McGee a 2% annual performance adjustment effective the next pay period February 5, 2024. Katie Guinn motioned and Penny Champion seconded.

VII. EXECUTIVE DIRECTOR REPORT

 A. Financial Condition & Activities

Melanie Jackson presented to the Board the December Monthly Revenue and Expenditure Analysis. This includes all current streams of funding ImCal receives. ImCal received $8.7 million in State General Funds. $125,000 in Federal Funds are expected to be expended. ImCal is expected to see an overall surplus of $178,558. ImCal is on target to make over the $1.3 million in Self-Generated Revenue (SGR) but that overage is not calculated in the projected surplus. Any SGR received over $1.3 million will be added to the Escrow account. Aaron LeBoeuf asked if any budget cuts are expected? At this time ImCal is not aware of any future budget cuts.

 B. Treatment of Consumers

The Behavioral Health Quality of Care summary report was presented to the board. This is an internal client survey imbedded into the EHR system. Detailed reports are available upon Board member request. The report includes data from adult and child/youth receiving services within ImCal clinics. Main indicators of the survey were reviewed and ImCal scored well. The C’est Bon survey was also presented to the board. This report is conducted by peers hired by OBH who survey clients waiting for services. The survey has not been completed since 2020 due to COVID. ImCal scored well on this survey. Results were in line with the internal Quality of Care report. William Sommers praised Tanya McGee on the results of the survey stating they were “outstanding.” Katie Guinn also praised Tanya and the behavioral health team. The Developmental Disability Division (DD) participant survey was presented to the Board. This survey also yielded positive results but it was noted that this survey asks more customer service type questions instead of quality of services since ImCal is not a direct provider of DD services. Tanya is working with the DD team to review other methods to collect quality survey data within this population.

 C. Update on Broad St. Property

Tanya discussed the counter offer received by the seller of the Children’s Museum building. The counter offer included 2 options: 1) $1.35 million with only 21 of the 42 parking spots or 2) $1.5 million with all 42 spots. In addition, the seller indicated in the counter that they currently do not have historic tax credits to transfer. Tanya spoke with our CSRS consultant who stated this was not an issue, that ImCal can apply for them when offer is accepted. The Board reviewed in detail the original and counter offer. After discussion William Sommers made a motion to give Tanya McGee authority to work with realtor and real estate attorney to counter and continue to negotiate the purchase, as long as final offer does not go over $1.45 million. William Sommers motioned and Penny Champion seconded.

VIII. NEW BUSINESS.

IX. NEXT MEETING **03/07/2023**

X. ADJOURNMENT

Aaron LeBoeuf called for a motion to adjourn and Penny Champion motioned and Braylon Harris seconded. Meeting adjourned at 12:50 p.m.