



Administrative Division
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Governance Board Meeting
2827 4th Ave
Lake Charles, Louisiana 70601
June 9, 2022
Minutes

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:03pm noting a quorum was present. The meeting was held at the Office of Public Health Region V Administration Office.

II. ROLL CALL

- a. Betty Cunningham, appointed by Governor Edwards
- b. William Sommers, appointed by Governor Edwards
- c. Melanie Sarro, appointed by Governor Edwards
- d. Linda Storer, appointed by Beauregard Parish
- e. Aaron LeBoeuf, appointed by Calcasieu Parish
- f. Angela Jouett, appointed by Cameron Parish

Absent:

- g. Kristen Cassidy, appointed by Jefferson Davis Parish

NOTE: Allen Parish seat is vacant.

EXECUTIVE STAFF PRESENT

- a. Tanya McGee, Executive Director
- b. Jenny Mills, Deputy Director
- c. Melanie Jackson, Chief Financial Officer
- d. Sheryl Meek, Compliance Officer
- e. Traci Hedrick, Community Services Director
- f. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

Braylon Harris, Pastor Mount Olive Baptist Church
Dr. Lacey Cavanaugh, Medical Director Office of Public Health Region V

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee requested a change to the agenda to move Executive Session to Discuss ED Merit to the end of the meeting. Linda Storer requested a motion to approve the agenda with changes. William Sommers motioned and Betty Cunningham seconded.

VI. BOARD MONITORING

A. Agenda Planning

Tanya McGee reviewed the policy with the board. The board is responsible for setting the agenda making changes and/or giving approval. The board is to notify the Executive Director if they have any other items/issues they want a report on. Tanya also reviewed Appendix E with the board. This appendix is located in the ImCal HSA board governance manual. The policies are set to be reviewed in specific time frames i.e. yearly, every three years etc. Any policies or presentations that needs changing, Tanya will bring to the board for approval. Betty Cunningham made a motion to accept the policy with no changes. Betty Cunningham motioned and Aaron LeBeouf seconded.

B. Cost of Governance

Tanya McGee reviewed the policy with the board This policy entails what it costs the board to complete their role/running meetings. The annual expenses include for board lunches and travel. The expenses are for 2021-2022 Fiscal Year. Due to COVID the majority of the meetings were held via Zoom. The board does have expenditures but they are lower than normal. Expenses for the next Fiscal year are expected to increase because of the expiration of the federal declarations set forth and to comply with the open meetings law. Linda Storer made a motion to accept the policy with no changes. Angela Jouett motioned and Melanie Sarro seconded.

C. Vote for Officers

Tanya McGee informed the board it's time to vote for officers of the board. Before the board opened up the floor for nominations Tanya reviewed the current slate of officers.

They are:

- Linda Storer – Chair
- Angela Jouett – Vice Chair
- Kristen Cassidy – Secretary
- Aaron LeBoeuf – Treasurer

Tanya mentioned Anegla Jouett is currently the Vice Chair and will be completing her second term June 2022. Nominations began for the chair. Betty Cunningham nominated Linda Storer for the board chair. Linda Storer accepted. Linda Storer nominated Melanie Sarro for the vice chair. Melanie Sarro accepted. The board voted to keep Aaron Leboeuf as treasurer and Kristen Cassidy as secretary. Linda Storer made a motion to keep the current slate of officers with the exception of the vice chair. Betty Cunningham motioned and William Sommers seconded.

D. Executive Session to discuss ED Merit

Prior to entering executive session, the board was provided with information on Executive Director salaries and credentials across the state. Linda Storer made a motion to enter into executive session to discuss ED merit. Betty Cunningham motioned and William Sommers seconded. All meeting attendees including Tanya McGee and Kristen Arville excused themselves from the meeting at this time.

The open meeting reconvened. Linda Storer made a motion to come out of executive session. Betty Cunningham motioned and Melanie Sarro seconded. Linda Storer thanked Tanya McGee for the work that she does. The board used the Executive Director Evaluations filled out by Executive Management Team to evaluate Tanya's performance. The board encouraged Tanya to read the evaluations. The board voted to give Tanya a 6% increase effective July 15, 2022. Linda Storer motioned and Betty Cunningham seconded. Tanya McGee accepted the increase and thanked the board.

E. Applicants for Governor Appointee Position

Tanya McGee informed the board of the two additional applicants for the governor appointee position. Tanya reminded the board Betty Cunningham's appointment has expired and she is staying on till another Governor Appointee is found. The two additional applicants are Braylon Harris and Yvonne Manning-Smith. Applicants were invited to the June meeting to give an opportunity to introduce themselves to the board. Braylon Harris was asked to give an introduction. Mr. Harris introduced himself. He is the pastor of Mount Olive Baptist Church and works part time with McNeese as an academic recruiter. He is also very active in the community and has worked with the Calcasieu Parish DA's office, Southwest Louisiana Response and specific initiatives he has led himself. In his work he has come in contact with the behavioral health issues within the community. Yvonne Manning-Smith was unable to attend the meeting, but Tanya went over her qualifications with the board. Ms. Manning-Smith works at Oasis, which is a women's shelter in Lake Charles. She's worked with women and children who have had mental health and substance abuse conditions. Tanya informed the board itself does not make decisions of who sits on the board. There are other people who make the decision and then is appointed by the governor but the board can make recommendations.

F. Presentation for outgoing Board Members

Tanya McGee informed the board that Betty Cunningham's term has expired and Angela Jouetts will expire this month. Tanya presented both board members with awards to dedicate their services to the board and ImCal. Tanya thanked them both and wished them well.

VII. EXECUTIVE DIRECTOR REPORT

A. Status on Broad St Property

Tanya McGee informed the board ImCal is engaged with a realtor and architect to search for a potential location to build. Tanya informed the board a potential property has been selected and ImCal is currently in negotiations with the owner. Tanya informed negotiations could progress before the next board meeting. She informed the board they have two options. They can motion to authorize Tanya to purchase up to a certain dollar amount or the board can call an emergency meeting to give approval. Linda Storer made a motion to authorize Tanya McGee to use ImCal funds up to \$600,000 to purchase property. The board also gave permission for Tanya to work with Danette McManus Realtor, Jeffery Kudla, Architect, Aaron LeBoeuf ImCal Board Treasurer in coordination of this potential purchase. Betty Cunningham motioned and Angela Jouett seconded.

B. Update on Pete and Emergency Ops Position

Tanya informed the board they will be creating a position to coordinate services for Pete and ImCal Emergency Operations. This will be a newly created position. ImCal's Human Resources created a job description and sent to Louisiana Civil Service for approval.

C. CARF Accreditation Survey

Tanya informed the board of the upcoming Commission on Accreditation of Rehabilitation Facilities (CARF) Survey. This determines ImCal's accreditation. The survey will take place virtually. The survey covers years 2020-2022 and ImCal has had a lot of changes, hurricanes and disasters during this time frame but she expects ImCal to do well. Full recommendation will give ImCal another three-year accreditation. Tanya will update the board once the report from the survey is received.

VIII. NEW BUSINESS

IX. NEXT MEETING-**7/7/2022**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Melanie Storer motioned and Angela Jouett seconded. Meeting adjourned at 2:00pm.