**Governance Board Meeting Minutes**

**April 6, 2023**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:05pm 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. Melanie Sarro, appointed by Governor Edwards
3. Braylon Harris, appointed by Governor Edwards
4. Linda Storer, appointed by Beauregard Parish
5. Aaron LeBoeuf, appointed by Calcasieu Parish

Absent

1. William Johnson, appointed by Allen Parish
2. Penny Champion, appointed by Cameron Parish
3. Kristen Cassidy, appointed by Jefferson Davis Parish

 EXECUTIVE STAFF PRESENT

 a. Tanya McGee, Executive Director

 b. Jenny Mills, Deputy Director

 c. 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 Melanie Sarro seconded. March minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the agenda. Braylon Harris motioned and Aaron LeBoeuf seconded. Agenda unanimously approved.

VI. BOARD MONITORING

1. Board Committee Principles

Tanya reviewed the policy with the board. 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. Tanya gave a few examples when the ImCal board utilized committees. Previous committees formed when ImCal became a district. Committees assisted the board with community input on services, Executive Director Evaluation process and board policy. When reviewing the current Board Committee Principles policy questions emerged regarding line-item number five of the policy. After a brief discussion it was decided Tanya will reach out to Kay Irby, and executive directors from other regions for clarification and will report to the board her findings. Currently, Tanya has no other recommendations other than line item five. Linda Storer called for a motion to approve the Board Committee Principles policy with clarification of line item five. Melanie Storer motioned, and Braylon Harris seconded.

1. Financial Disclosure

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

1. Compensation & Benefits

Tanya McGee reviewed the policy with the board and presented the Annual Turnover report. This report is broken down into all ImCal divisions and details all of the personnel changes within in the year. Tanya went over this report in detail. One major change was the reduction of case manager positions. Due to underutilization and difficulty with retention, the case manager positions were decreased from four to two. The two case managers will serve all clinics. Bill Sommers asked about the age range of employees that resign and Tanya explained that it varies. Frontline administrative positions have the highest turnover. HR develops a benefit package summary for recruitment purposes showing how much the employee makes plus benefits. ImCal has requested more fulltime positions and awaiting legislative approval. The turnover rate for this last year was 14%. ImCal currently has 77 fulltime (TO) positions, 7 Wage Alternate Employee (WAE), 13 Job appointments, and 14 in house Professional Contractors. Yearly performance ratings are conducted for Civil Service/WAE and Contractors. She explained the processes are a little different for each job classification but each ensures quality assurance.

1. Broad St Building Update

Tanya McGee informed the board the first initial draft of the floor plan for the Broad Street building was created. Administration programming data was collected from ImCal and potential occupants of the building. Since the initial draft is available the Request for Qualification (RFQ) will be finalized. The RFQ should be ready within the next week.

1. NACCHO Grant with OPH

The Office of Public Health Region V was awarded a two-year grant from The National Association for County and City Health Officials. The intent is to partner with ImCal to expand Opioid Services in the five-parish area with a focus on the Louisiana Bridge Program.

1. Beauregard Parish Opioid Settlement

Plans are in the works to meet with the Beauregard Parish Police Jury and Sheriff's department in regards to funds received from the Opioid Settlement. ImCal is hoping to work together with Beauregard Parish to develop a plan to use the funds to expand and bring new services to the parish. Linda Storer expressed interest in attending the meeting.

1. NARCAN training for CPSB Employees

In the beginning of the LaSOR grant, ImCal focused dissemination of NARCAN to agencies who served at-risk populations, such as law enforcement agencies and emergency responders. An incident recently occurred in a Calcasieu Parish school and NARCAN was used by a resource officer to save the life of a Calcasieu Parish School Board (CPSB) student. Tanya met with CPSB officials to develop a plan to ensure NARCAN is in each school and that staff are trained.

1. Medicaid “Unwind”

During COVID, the Louisiana Medicaid Program suspended annual reevaluation for each household receiving benefits for eligibility. Annual evaluation is being reinstated. ImCal will be working with contractors to set up sites at ImCal clinics with in the five-parish area for participants to update information for eligibility determinations. It’s estimated a large number of households may lose benefits. Due to this, the Louisiana Medicaid system is asking participants to make sure information is updated and correct.

VIII. NEW BUSINESS

 IX. NEXT MEETING -**5/4/2023**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Aaron LeBoeuf motioned and Braylon Harris seconded. Meeting adjourned at 1:07pm.