**Governance Board Meeting Minutes**

**October 5, 2023**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:01 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. Melanie Sarro, appointed by Governor Edwards
3. Linda Storer, appointed by Beauregard Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Katie C. Guinn, appointed by Jefferson Davis Parish

Absent

a. William Johnson, appointed by Allen Parish

b. Penny Champion, appointed by Cameron Parish

1. Braylon Harris, appointed by Governor Edwards

 EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Debbie Bass, Administrative Coordinator

III. INTRODUCTION OF GUESTS

 No guests present at the meeting.

IV. APPROVAL OF MINUTES

Board members received the September minutes prior to the meeting. Linda Storer requested a motion to approve the September minutes. Katie Guinn motioned and Melanie Sarro seconded. September minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the agenda. Aaron LeBoeuf motioned and William Sommers seconded.

VI. BOARD MONITORING

1. Global Linkage

This policy was reviewed with the Board. It is reviewed every three years. The policy

 ensures all official communication to the operation of the authority, its achievements

 and conduct are through the Executive Director (ED). No recommended changes to

 this policy.

 B. Unity of Control

This policy was reviewed with the Board. It is reviewed every three years. Only decisions of the board acting as a body are binding on the Executive Director. Any members or committees requesting information or assistance without Board authorization can be refused by the Executive Director if in the opinion of the ED the requests require a large amount of staff time, funds spent or is disruptive. No recommended changes to this policy.

 C. Accountability of the Executive Director

This policy was reviewed with the board. It is reviewed every three years. The link to all of the authority is through the Executive Director. The board cannot give instructions to staff without going through the ED. The board reviews the ED’s performance yearly to ensure the ED is compliant in reviewing board policies, and reporting out on current ImCal activities. No recommended changes to this policy.

 D. Delegation to the Executive Director

This policy was reviewed with the board. It is reviewed every three years. The board instructs the Executive Director through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided. The board contributes to, approves of, and oversees the process, development and implementation of a strategic operational plan. No recommended changes to this policy.

Linda Storer requested a motion to accept all of the above policies. Melanie Sarro motioned and Aaron LeBoeuf seconded.

VII. EXECUTIVE DIRECTOR REPORT

1. Treatment of Staff

This policy was reviewed with the board. An employee survey is conducted every two years. Comparison of the results of 2021 survey and 2023 survey discussed. The questions on the 2023 survey were updated this year due to our Human Resources (HR) Director attending a national conference. Response was similar, with 79% in 2021 and 71% of 120 employees in 2023.

Concerning the 2023 Survey:

“How satisfied are you with the dissemination of the information you receive from EMT (Executive Management Team)” showed much improvement from the 2021 survey. ED has been working to get information out to all staff, through quarterly all-staff inservices and all-staff email communication.

“I have confidence and trust in my supervisor” this was highest negative. We will be able to look back and see which division has the highest negative responses. ED and HR are going to be working on this area for supervisor development. Discussion about using the same language in each of the supervisor questions.

“How do you feel about coming to work each day?” Discussion about the wording of this question and “Doing my job gives me a sense of personal satisfaction.”

“I have materials and equipment to do my job well.” Discussion of adding “software”.

“Have you considered other employment opportunities?” Written comments of employees were concerning money/funds. Discussion was held and ED explained that since we are Civil Service we cannot compete with the private sector on pay rates. Every few years Civil Service will go through a market adjustment to increase pay for retention of employees.

Another request was for questions concerning a hybrid model of working from home, equipment for working from home, and expectations concerning this model.

1. BCBS & McNeese Foundation Check Presentation

ImCal partnered with McNeese Foundation and was awarded the BCBS Community Impact Grant. This grant will help with recruitment strategies at McNeese and provide intern payment stipends. For an agency that takes in a student for their internship, they get paid an incentive as well.The president of the BCBS Foundation is coming to Lake Charles for the check presentation at the McNeese Foundation All ImCal Board members are invited.

1. OCDD Road Show – early Nov.

The Assistant Secretary of OCDD came in early spring and will be coming back in November. Many of the rules related to Home and Community Based Waivers (HCBS) were changed and emergency procedures put in place due to the Covid Public Health Emergency (PHE). Since the PHE has been lifted, they are scheduling meetings to present the changes in the community and HCBS providers.

1. Nov 9th Board Meeting in Baton Rouge for Board Members

One of the items in the legislation is that LDH has to hold an annual meeting and invite LGE Board Members to attend and do a brief presentation on things that are being done above and beyond their contract. Tanya will send agenda out to board members who expressed interest in attending the meeting.

1. Update on Broad St. Property

ImCal formally chose our developer, Benson, Urban and Donahue. Tanya and team met with the Parish and City. The property next to ours has been adjudicated and is now owned by the City. The City and Parish recommend that we do two things. Tanya is to reach out to Mark Abraham, Brett Geymann and the legislature to request appropriations to help with the building. The other suggestion is to reach out to the Calcasieu Parish Trust Authority that helps public entities in this type of development. Tanya and team looking into State appropriated funds and tax reductions to bring our costs down, then approach the City and Parish requesting further assistance.

VIII. NEW BUSINESS

 IX. NEXT MEETING**-11/02/2023**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Bill Sommers motioned and Melanie Sarro seconded. Meeting adjourned at 1:08 p.m.