**Governance Board Meeting Agenda**

**December 1, 2022**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:00pm noting a quorum was present. The meeting was held at the Office of Public Health Region V Administration Office.

II. ROLL CALL

1. Melanie Sarro, appointed by Governor Edwards
2. William Sommers, appointed by Governor Edwards
3. Braylon Harris, appointed by Governor Edwards
4. William Johnson, appointed by Allen Parish
5. Linda Storer, appointed by Beauregard Parish
6. Penny Champion, appointed by Cameron Parish

Absent:

1. Aaron LeBoeuf, appointed by Calcasieu Parish
2. Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Jenny Mills, Deputy Director

c. Michael Carter, Emergency Operations Director

d. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests were present at the meeting.

IV. APPROVAL OF MINUTES

Board members received the November minutes prior to the meeting. Linda Storer requested a motion to approve the November minutes. Williams Sommers motioned and Melanie Sarro seconded. November minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the December agenda. Penny Champion motioned and Melanie Sarro seconded. Agenda unanimously approved.

VI. BOARD MONITORING

A. Ethics Training

Kristen Arville reminded the board Ethics trainings must be completed by

December 31, 2022. All board members must complete this training, the link for the

training will be sent to the board after the meeting.

VII. EXECUTIVE DIRECTOR REPORT

A. Asset Protection

Tanya McGee presented the Asset Protection policy along with the Asset Certification report to the board. When reviewing the policy, the board decided to change item five to remove the wording board appointed and add Legislative Auditors standards. The board also discussed item seven requiring the board holding an insurance policy for liability reasons. Tanya informed the board she will reach out to ImCal’s attorney and Kay Irby ImCal’s board training consultant regarding this change. She will bring the information collected to the January meeting. Linda Storer called for a motion to approve the change for item five in the Asset Protection policy. William Sommer’s motioned and Braylon Harris seconded. Tanya reviewed the Asset Certification Report with the board. ImCal tracks all property valued at a thousand dollars or more and all IT equipment. Tanya noted a vast amount of property was removed due to hurricane damage. William Sommers asked about older vehicles on the report. Tanya informed ImCal has a contract to lease newer vehicles and they are phasing out the older vehicles. Total Assets 221 items for a total value of $758,389.12 The report of scrapped/removed property is available to the board upon request. Linda Storer called for a motion to approve the Asset Certification Report. William Sommers motioned and William Johnson seconded.

B. Next Step for Broad Street Building funding

Tanya McGee informed the board plans for the new ImCal building have progressed. Another floor will be added to accommodate more agencies in the building. ImCal received a letter of intent from the Louisiana Department of Health to house additional Region 5 state agencies in the building. Tanya informed the board the next step is to secure funding. Tanya and her team met with a consultant group, CSRS, based out of Baton Rouge which assists public entities to gain funding for large projects similar to this. Tanya reviewed the options they presented with the board. After a brief discussion, Tanya will invite the consultant to the board meeting to review all of the options in detail and give the board availability to ask questions. Tanya informed this is a decision the board will have to make. William Sommers asked about using Capital Outlay. Tanya informed this would delay the project, and ImCal is needing something sooner because Admin/DD offices are still displaced. Braylon Harris suggested the SWLA Community Foundation. ImCal does have a working relationship with the foundation and will reach out.

VIII. NEW BUSINESS

ImCal Christmas party is Friday December 2, 2022 at the Charleston Hotel in Lake

Charles.

IX. NEXT MEETING-**1/5/2022**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Melanie Sarro motioned and William Sommers seconded. Meeting adjourned at 1:01pm.