

Governance Board Meeting Agenda February 2, 2023

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:01pm noting a quorum was present. The meeting was held at the Office of Public Health Region V Administration Office.

II. ROLL CALL

- a. Melanie Sarro, appointed by Governor Edwards
- b. Braylon Harris, appointed by Governor Edwards
- c. William Johnson, appointed by Allen Parish
- d. Linda Storer, appointed by Beauregard Parish
- e. Aaron LeBoeuf, appointed by Calcasieu Parish
- f. Penny Champion, appointed by Cameron Parish

Absent

- a. William Sommers, appointed by Governor Edwards
- b. Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

- a. Tanya McGee, Executive Director
- b. Melanie Jackson, Chief Financial Officer
- c. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

Dr. Lacey Cavanaugh – Office of Public Health Region V

IV. APPROVAL OF MINUTES

Board members received the January minutes prior to the meeting. Linda Storer requested a motion to approve the January minutes. Penny Champion motioned and Melanie Sarro seconded. January minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the February agenda. Braylon Harris motioned and William Johnson seconded. Agenda unanimously approved.

VI. BOARD MONITORING

VII. EXECUTIVE DIRECTOR REPORT

A. Treatment of Consumers

Tanya McGee reviewed the policy and the Annual Satisfaction Report with the board. The report surveyed adults and parents of children and youth in ImCal's Behavioral Health Division (BH), and client satisfaction in the Developmental Disabilities Division (DD). Each area scored well with no major issues or complaints. The surveys are shared with Division Directors to review and share with staff. Tanya reviewed the ImCal complaint policy with the board. Tanya reminded the board of the C'est Bon surveys completed by Office of Behavioral Health in ImCal BH clinics, but this survey was discontinued due to COVID. Tanya is hopeful C'est Bon will be reinstated.

B. Financial Conditions & Activities

Melanie Jackson presented the Monthly Funds and Expenditure Analysis Summary for the first and second quarter of the Fiscal Year 2022-2023 (FY23). The report includes State General Fund, Federal Fund, and Self-Generated Revenue, as well as a breakdown of expenditures. Personnel costs have increased due to increase of job appointment positions, along with annual Civil Service market increases. Melanie expects to see a surplus due to unexpended funds encumbered in professional and social service contracts. This will be closely tracked in Quarters 3 and 4. Braylon Harris asked when is the end of FY23? Melanie replied the FY runs July 1-June 30. As of today, ImCal has an operating budget of \$13,072,250 with a projected surplus of \$51,604.

C. Broad Street Building

Tanya McGee, Jenny Mills (ImCal Deputy Director), Melanie Jackson (ImCal CFO), Jeffery Kudla (Architect) along with CSRS staff Derek Fitch and Donald Brinkman met with city officials regarding costs for the new building. Building plans and costs were presented. Grant funding was considered but determined ImCal isn't eligible because the grant does not allow for the funding of public service agencies. ImCal has a meeting set up with Calcasieu Parish Police Jury to discuss the building. Tanya informed the board that CSRS is currently creating the Request for Quote (RFQ). Jeffery Kudla met with all Louisiana Department of Health Region 5 agencies to determine programming needs. Linda Storer asked about ImCal reaching out local parishes for funding? Tanya informed rather asking for funds for the current building due to it being housed in Lake Charles, plan is to discuss partnering ImCal clinics within the respective parishes for other needs, ie. staff. Braylon Harris suggested setting up a meeting with the Southwest Louisiana Community Foundation about potential funding. Linda Storer made a motion to allow Braylon Harris, Melanie Sarro, and Tanya McGee to meet with the Southwest Louisiana Community Foundation regarding potential funding. William Johnson motioned and Penny Champion seconded.

VIII. NEW BUSINESS

IX. NEXT MEETING-**3/2/2023**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Penny Champion motioned and Melanie Sarro seconded. Meeting adjourned at 12:55pm.