Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

June 4, 2020

MINUTES

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:16pm noting that a quorum was

present. The meeting was held via Zoom in order to comply with the Governor’s COVID 19 Stay at Home order.

II. ROLL CALL

* 1. Corlissa Hoffoss, appointed by Governor Jindal
  2. Betty Cunningham, appointed by Governor Edwards
  3. William Sommers, appointed by Governor Edwards
  4. Rita Cole, appointed by Allen Parish
  5. Linda Storer, appointed by Beauregard Parish
  6. Angela Jouett, appointed by Cameron Parish
  7. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

a. Aaron LeBoeuf, appointed by Calcasieu Parish

EXECUTIVE STAFF PRESENT

* 1. Tanya McGee, Executive Director
  2. Jenny Mills, Deputy Director
  3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests were present at this meeting.

IV. APPROVAL OF MINUTES

Board members received May minutes prior to the meeting. Corlissa Hoffoss requested a motion to approve the May minutes. Rita Cole motioned and Linda Storer second. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Corlissa Hoffoss requested a motion to approve the agenda. Angela Jouett motioned and Rita Cole seconded.

VI. BOARD MONITORING

a. Agenda Planning

Tanya McGee informed the board of the formal agenda in regards to Board Monitoring and Executive Limits. Tanya stated that she has no recommendations to change the set agenda. Board agreed.

b. Cost of Governance

Tanya informed the board on the annual expenses for board lunches and travel. Expenses include travel, and board lunches. Travel and lunch expenses for the 2019 2020 Fiscal Year include $1911.70

c. Vote for Officers

Tanya McGee reviewed the current slate of officers with the board:

Corlissa Hoffoss - Chairperson

Rita Cole - Vice Chair

Aaron LeBoeuf - Treasurer

Betty Cunningham - Secretary

Corlissa Hoffoss called for nominations for the Chairperson position. Linda Storer nominated Corlissa Hoffoss as Board Chairperson and Corlissa Hoffoss accepted. Board unanimously approved. Corlissa Hoffoss called for nominations for the Vice Chairperson position Angela Jouett nominated Rita Cole for Vice Chairperson and Rita Cole accepted the nomination. Board unanimously approved. Corlissa Hoffoss called for nominations for Treasurer. Linda Storer nominated Aaron LeBoeuf as Treasurer. Aaron LeBoeuf was not present at the meeting but Tanya McGee contacted him and he accepted the nomination. Board unanimously approved. Corlissa Hoffoss called for nominations for Secretary. Linda Storer nominated Betty Cunningham for Secretary and Angela Jouett seconded. Betty Cunningham accepted. Board unanimously approved.

d. Executive Session to discuss ED merit

Prior to entering executive session Tanya provided the board with information on Executive Director salaries and credentials across the state. Corlissa Hoffoss asked Tanya about her credentials and prior experience before ImCal. Tanya informed she has been a civil service employee for almost 21 years and was with Office for Addictive Disorders and Office of Behavioral Health before ImCal became a district. William Sommers asked how ImCal compares with the other districts in size and services. Tanya stated ImCal is most comparable to Central HSD and Northeast Delta HSD. The board also asked about raises and how this will effect staff with uncertain budget cuts due to COVID. Tanya informed that FY 21 will be a continuation budget using federal funds to supplement under the Cares Act. Linda Storer made a motion to enter into executive session to discuss ED merit. Kristen Cassidy seconded. Tanya McGee, Jenny Mills and Kristen Arville excused themselves from the meeting at this time.

The open meeting reconvened. Betty Cunningham made a motion to come out of executive session. Linda Storer seconded. Corlissa Hoffoss 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. They board encouraged Tanya to read the evaluations. The board voted to give Tanya a 10% increase effective July 15, 2020 in order to bring her closer in line with her counterparts in the state. Corlissa Hoffoss motioned and Linda Storer seconded. Tanya McGee accepted the increase and thanked the board.

VII. EXECUTIVE DIRECTOR REPORT

a. Update on ImCal COVID response & Phase 2

Tanya McGee informed the board that ImCal is considered essential but has been following the state’s Open Safely guidelines. They are currently at Phase 2 and businesses can now occupy at 50% occupancy. The Behavioral Health Division is slowly increasing in person services including initial assessments while conducting services via phone with clients that are already established. ImCal is doing COVID testing on site in coordination with the ImHealthly program and Aegis. Testing is open to ImCal clients. In the Developmental Disability Division, face to face intakes will resume. Some of the staff with be assisting the Office of Public Health with COVID testing in congregate areas including Immediate Care Facilities for the Developmentally Disabled. A standard Operating Procedure is in place. All staff are required to wear masks in all common areas and bathrooms, and the must adhere to social distancing rules. Keeping six feet apart, taking their temperature when coming into the office. ImCal is looking a fully being back in office beginning of July. Corlissa Hoffoss asked about future plans if another outbreak happens. Tanya stated that ImCal will be well equipped and should not have any issues transitioning back into telework if needed. She also mentioned that having this kind of technology and capability is giving ImCal the opportunity to reach out to more people of Southwest Louisiana who may not be able to come in to the office or has transportation issues etc.

b. Legislative Session – HB 105

Tanya Informed the board that she is participating in legislative session via Zoom. Local senators and representatives are calling her if they have any questions. She informed that June 1 Legislative Session ended and House Bill 105 was pushed

through. Special Session began the same day and is in regards to the state’s budget.

Tanya informed the board that looking at the budget initially she saw a reduction in

State General Funds. The state received federal funds for the COVID response. Since the Human Service Districts, including ImCal HSA continue to provide healthcare services during the pandemic, then we qualify to receive funding through the Cares Act. She informed the board that the state is doing a means of financing swap with the federal funds and state general funds. This federal funding will be received via an Inter-Agency Transfer (IAT) from LDH. Tanya will be participating in a conference call with state office regarding this. Special Session will go to June 30. If anything changes regarding budget, Tanya will let the board know.

c. Employee of the Year

Tanya informed the board that the employee of the year nominations have been

submitted and they will be emailed to the board for review.

VIII. NEW BUSINESS

Tanya informed the board they will be putting together another annual report at the end of the Fiscal year. She would like to get a professional picture of the board for the report. The board agreed.

IX. NEXT MEETING – **July 2, 2020**

X. ADJOURNMENT

Corlissa Hoffoss entertained a motion to adjourn the meeting. Kristen Cassidy motioned and Linda Storer seconded. Meeting adjourned at 1:02pm.