Governance Board Meeting

4105 Kirkman Street

Lake Charles, Louisiana 70607

November 4, 2021

Minutes

I. CALL TO ORDER

Betty Cunningham called the meeting to order at 12:00pm noting a quorum was present. The meeting was held at ImCals Behavioral Health Division in Lake Charles.

II. ROLL CALL

1. Betty Cunningham, appointed by Governor Edwards
2. Melanie Sarro, appointed by Governor Edwards
3. Rita Cole, appointed by Allen Parish
4. Linda Storer, appointed by Beauregard Parish
5. Aaron LeBoeuf, appointed by Calcasieu Parish
6. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

1. William Sommers, appointed by Governor Edwards
2. Angela Jouett, appointed by Cameron Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Melanie Jackson, Chief Financial Officer
3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests were present at the meeting.

IV. APPROVAL OF MINUTES

Board members received October minutes prior to the meeting. Betty Cunningham

requested a motion to approve the October minutes. Linda Storer motioned and

Kristen Cassidy seconded. October minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee requested to move Policy Governance Manual under item A. Betty Cunningham requested a motion to approve the agenda with change. Aaron LeBoeuf motioned and Rita Cole seconded.

VI. BOARD MONITORING

1. Discuss Holiday Social

Tanya McGee informed the board that next month’s board meeting would normally be the holiday social. In previous years for the Board holiday social, ImCal provides the meal and board members can bring a side dish of choice. The board agreed to have the meeting in person and have the holiday social. Kristen will send out notice for food.

1. Policy Governance Manual

The board policy governance manual was reformatted and to be consistent with ImCal Policy and Procedure Manual. Content of the manual stayed the same, just formatting changes were made. In review of the appendices while reformatting, it was noted that while some policy revisions occurred previously, some of the verbiage in the Appendices did not. Tanya recommended the following changes to the Board policy Manual in order to coincide with current board practices. Appendix C was updated to have the correct Tier 2.1 Personal Financial Disclosure Statement form. An additional change under Board Executive Director Linkage-Monitoring of the Executive Director. The sentence regarding evaluation by third party was replaced with Performance form completed by Imperial Calcasieu HSA Executive Management Team. In addition, Executive Director Performance Evaluation form was added to Appendix D. Tanya informed the board the new manual will be available in electronic format or it can be printed. Betty Cunningham called for a motion to approve the new format and changes to the Policy Governance Manual. Rita Cole motioned and Linda Storer seconded.

1. Communication & Support

Tanya McGee informed the board this policy ensures she communicates and supports the board in their work. This policy details everything she should inform the board about from trends, submission of data, compliance, communication to what is currently occurring within ImCal. Tanya informed the board she has no recommendations for change to the policy at this time.

1. Monitoring of the Executive Director

This policy ensures the board monitors the performance of the Executive Director (ED). The ED shall provide output, accomplishments of the board based on the ENDs statement, and organization of the district. Tanya informed the board she has no recommendations for change to the policy at this time.

VII. EXECUTIVE DIRECTOR REPORT

a. 2020/2021 Annual Report

Tanya McGee presented the 2020/2021 Annual Report to the board. She informed this report is currently at the printers. The report will be provided to Board Members, as well as community stakeholders. A few of the copies will also be placed in ImCal’s clinics. The report includes the following topics and Tanya explained these in detail to the board. A Message from the Executive Director, listing of ImCal Board of Directors, Mission Statement, the Three Divisions of ImCal, Financial Conditions, Individuals Served, Client satisfaction and performance surveys for Behavioral Health and Developmental Disabilities, Accomplishments, Emergency Response, Opioid Response, and Prevention. The report also included new initiatives such as the Medical Mobile unit, ImCal app enhancements, and the new ImCal logos.

b. LDH meeting regarding OPH services

Tanya McGee reminded the board of the legislation that created ImCal as a district. ImCal is mandated to provide management and oversight of mental health services, addiction and developmental disability services. In addition, the statue provides ImCal the authority to oversee and manage select public health services, if deemed feasible by the LA Department of Health (LDH). ImCal would be able to run the administrative side of public health giving Dr. Cavanaugh, Region V OPH Regional Medical Director and her team more opportunity to focus on public health initiatives and community outreach. ImCal was approached by Senator Ronnie Johns to pull public health services under ImCal. Senator Mark Abraham has taken lead on this proposal. Tanya, Dr. Cavanaugh, Senators Mark Abraham and Fred Mills will be meeting with Louisiana Department of Health (LDH) leadership to discuss further. If approved this will be piloted in SWLA. Tanya will keep the board up to date on how this progresses with LDH.

c. Legislative Audit Report

Tanya McGee informed the board ImCal has completed Legislative Audit. ImCal has three findings. Tanya provided the report highlights to the board. The findings included untimely billing, account receivable balances, providing information to contract sub-recipients, risk assessments/adequate monitoring. For some of the issues ImCal’s electronic health record contributed to a few of the errors. ImCal also didn’t collect on past due balances for a period of time post hurricanes to help the consumers. ImCal had a finding in risk assessments/adequate monitoring. Some of the monitoring wasn’t completed due to COVID and the disasters that hit the SWLA area. Processes have been put in place or updated per notes from the auditor. Tanya insured the auditor approved of all changes before they were put into effect to insure the new/updated processes and procedures will correct these findings. Betty Cunningham called for a motion to acknowledge the board accepted the Legislative Audit. Linda Storer motioned and Aaron LeBoeuf seconded.

d. Medical Mobile Unit

After multiple design meetings the ImCal Medical Mobile Unit is on order, finishing up interior design. The RV colors are purple, white and gray. It will contain an exam room, a confidential counseling space, blood draw station, and waiting area. ImCal marketing team is working exterior wrap and interior logos for the RV. Once interior components are received, then production begins and will take 8-10 weeks to complete. ImCal will be looking to hire someone to be in charge of managing the vehicle and it’s schedule.

VIII. NEW BUSINESS

IX. NEXT MEETING-**12/2/2021**

X. ADJOURNMENT

Betty Cunningham requested a motion to adjourn the meeting. Linda Storer motioned and Aaron LeBoeuf seconded. Meeting adjourned at 1:18pm.