**Governance Board Meeting Minutes**

**November 3, 2022**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:06pm 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 Johnson, appointed by Allen Parish
3. Linda Storer, appointed by Beauregard Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

a. Penny Champion, appointed by Cameron Parish

b. William Sommers, appointed by Governor Edwards

c. Braylon Harris, appointed by Governor Edwards

 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 October minutes prior to the meeting. Linda Storer requested a motion to approve the October minutes. William Johnson motioned and Melanie Sarro seconded. October minutes unanimously approved.

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the November agenda. Kristen Cassidy motioned and Aaron LeBoeuf seconded. Agenda unanimously approved.

VI. BOARD MONITORING

A. Discuss holiday social

 The holiday social will be held during the December meeting. ImCal will supply the

 main dish and board members may bring a side dish or dessert. Board members will

 receive an invitation to the ImCal Christmas Party on December 2nd.

VII. EXECUTIVE DIRECTOR REPORT

 A. Communication & Support

Tanya McGee reviewed the policy with the board. This policy details what the Executive Director (ED) shall not do and outlines how the ED shall support the board. The board reviewed the policy in detail. No recommended changes at this time.

 B. Monitoring of Executive Director

Every year the board reviews the ED’s performance. Tanya McGee informed this policy refers the process of monitoring the ED. ImCal’s Executive Management Team (EMT) completes evaluations every year in May and the board reviews them at the June meeting. The board may consider a merit increase based on the evaluation. Tanya reviewed the Performance Evaluation Process for the ImCal HSA Director with the board. The evaluation covers four main areas: Work Performance, Behavior, Likability, and Goals. While reviewing a grammatical error was noted. The appendix letter on the ED’s Performance Evaluation was incorrect. Line three and four of the evaluation run together and needs separation. Line two of the policy, Monitoring the ED Performance, contained punctuation errors. William Johnson asked if ImCal is required to self-audit. Tanya informed ImCal has several t audits included but not limited to: ORM Safety, OBH and OCDD Annual Performance, Legislative, Commission on Accreditation of Rehabilitation Facilities, and Louisiana State Civil Service. Linda Storer called for a motion to accept all of the above policies with corrections. William Johnson motioned and Melanie Sarro seconded.

 C. DOJ Grant

ImCal recently applied for a 1.4 million dollar grant with the Department of Justice, (DOJ). The grant would integrate behavioral health services within law enforcement. ImCal and the Calcasieu Parish Sheriff’s Office collaborated on the application and submitted in June. No official communication verifying if the grant was approved or rejected. ImCal’s grant writer obtained information DOJ has received the application, but is uncertain if the application was reviewed. ImCal is currently working with DOJ to determine the status of the grant application. Tanya will keep the board informed. Another grant application is in progress to develop a Behavioral Health pipeline. In addition, ImCal plans to apply for more grants with DOJ and other agencies. William Johnson asked if ImCal has reached out to the Coushatta Tribe in Allen Parish regarding ImCal Services. Tanya informed ImCal has reached out several times but no interest in collaboration of services at that time.

 D. Presentation of Broad St building plans

The building plans for the ImCal Administration and Developmental Disability offices were presented to the board. The plans currently show the general square footage, and location of the building. ImCal is working on securing funding to build. There is a possibility of a commercial loan or a bond if ImCal is not able to secure enough funding from community stakeholders. The building currently has additional occupancy space leaving the potential of additional income. The idea is to house other state agencies in the building. Tanya received requests of potential interest from outside agencies to rent the additional office space. The City of Lake Charles currently owns land adjacent to the property purchased by ImCal. Tanya informed the board ImCal plans to lease the property from the city to be used for parking and housing of ImCal’s Medical Mobile Unit. Tanya informed the board she plans to meet again with the mayor, then city council. She has met with Calcasieu Parish administrators who are interested in helping with financial support but need more information. Tanya is working on getting this information to the officials.

 E. New Emergency Planner/Mobile Outreach Director

Tanya McGee introduced Michael “Mike” Carter to the ImCal Board of Directors. He is the newest member to EMT. Mike joins as the Emergency Operations Director. He will oversee operations for ImCal’s Medical Mobile Unit and Emergency Operations within ImCal. Mike comes from the City of Lake Charles Fire Department. He has a wealth of knowledge in Emergency Operations, Vehicle Fleet Management and Safety Operations. The Board of Directors welcomed Mike to the ImCal.

VIII. NEW BUSINESS

IX. NEXT MEETING-**12/1/2022**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Melanie Sarro motioned and Kristen Cassidy seconded. Meeting adjourned at 1:13pm.