 Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

October 1, 2020

MINUTES

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:08pm noting that a quorum was present.

The meeting was held via Zoom in order to comply with the Governor’s COVID 19 Phase in

plan and due to post Hurricane Laura

II. ROLL CALL

1. Corlissa Hoffoss, appointed by Governor Jindal
2. William Sommers, 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. Angela Jouett, appointed by Cameron Parish

Absent:

1. Betty Cunningham, appointed by Governor Edwards
2. Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

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

III. INTRODUCTION OF GUESTS

No guests were present at this meeting.

IV. APPROVAL OF MINUTES

Board members received August minutes prior to the meeting. Note no September meeting

held due to Hurricane Laura. Corlissa Hoffoss requested a motion to approve the August

minutes. Linda Storer motioned and Angela Jouett seconded. Minutes unanimously

approved.

V. APPROVAL OF AGENDA

Tanya McGee requested to change the order of the items in the Executive Director report

Move Financial Condition and Activities ahead of Financial Planning/Budgeting. Corlissa

Hoffoss requested a motion to approve the agenda with the requested changes. Angela Jouett

motioned and Linda Storer seconded.

VI. BOARD MONITORING

1. Global Linkage

Tanya informed the board of their connection to the operation of the authority, it’s

achievements, and conduct is through the Executive Director. The board does not

have direct contact with staff.

1. Unity of Control

Tanya informed the board they act as a body and their decisions are binding. Individual suggestions should be brought to the board and must be approved by the majority of the board.

     c.  Accountability of Executive Director

Tanya stated the boards link to operations, conduct and accountability of staff is

through the Executive Director. The board cannot give direct instructions to staff who

report to the Executive Director. They will evaluate the Executive Director yearly.

     d.  Delegation to Executive Director

         Tanya reminded the board of the written policies within the ImCal HSA governance

           manual is how the board directs and delegates to the Executive Director. She also

           reminded the board that she is responsible for the operations of the district. The

           board has control of the policies in the governance manual and changes within the

           Ends Statement which establishes the priorities and goals.

          Tanya informed the board that she has no recommendations for changes to any of

           the above policies.

VII. EXECUTIVE DIRECTOR REPORT

a. Treatment of Staff

    Tanya informed the board she presented the employee survey last year and this is

     completed every two years. Next year she will present the employee survey. She also

     informed there is currently no grievances filed by staff. Tanya stated she has no

     recommendations for change to this policy.

b. Financial Condition and Activities

Melanie Jackson, Chief Financial Officer for ImCal presented the Fourth Quarter Budget Actuals Report to the board. She explained the money was moved from State General Funds (SGR) budget. She and Tanya explained that this is due to the CARES act implemented due to COVID 19. They informed the board that money was not cut from the budget but moved to ImCal’s Inter Agency Transfer. Aaron Leboeuf asked about the funds for the State Opioid Response grant and why some of the funds were not used. This grant funded ImCal’s Sobering and Engagement Center, operated by Odyssey House Louisiana. The center was opened later than planned due to COVID and the inability to meet with local officials. Tanya informed the board the state has allowed carry over funding with this grant since most districts had the same issue with this grant and limitations due to the pandemic. Melanie went over each grant; how much was received and used. She informed that ImCal has self-generated funds that will be moved to the escrow account. She informed the board the money this year was spent down more than last year. ImCal has about one million in unexpended funds and this is because COVID caused a halt in some of ImCal’s projects.

c. Financial Planning/Budgeting

Melanie informed the board the budget for Fiscal year 2022 has been submitted. Once reviewed ImCal will know what is approved. She informed the board they will see an increase in SGR funds and this is due to a means of financing swap for the CARES act. ImCal will not be losing any funds to where clinics will have to be closed. ImCal is also not losing any positions This year's budget is nine million dollars, with seventy-seven positions.

          d. ImCal services post-Laura

Tanya sent an email to the board three weeks ago with an update on ImCal post

hurricane Laura. A number of staff have been displaced, and living with family, and

living across the state. Currently all ImCal clinics are open and operational. The Allen

clinic is operating currently on hotspots till internet can be reestablished. All clinics

have minor damage and ImCals operations staff are working quickly and diligently to

report and record all damages. All clinics are working with limited staff to adhere to

the governors COVID phase in plan, but also due to bandwidth issues to ImCals

network. The networks are going through an already planned bandwidth upgrade.

Tanya, Jenny Mills, ImCals deputy director, and Bruce Merical ImCals IT Technician

are working closely with AT&T to get this up and running. Tanya stated that all

ImCal facilities have already been working with a small staff due to COVID

measures. Tanya informed the board the Tower has sustained significant damage.

ImCal received official word from Hertz management the lease has been terminated.

They are in the process of assessing damage to the building and will notify all tenants

in 30 to 60 days with a plan and time line of repairs or if they will not be fixing the

building. Tanya informed the board that briscoe sustained some damage. Plans are

already in place to update the electrical. Briscoe is currently not operational due to the

electrical damage and operations staff are in process of recording and reporting

damages and getting quotes for repair, Tanya informed the board they are looking at

97,000 in electrical repairs, this qualifies for insurance claim per the Office of Risk

Management.

VIII. NEW BUSINESS

 IX. NEXT MEETING - **November 5, 2020**

X. ADJOURNMENT

       Corlissa Hoffoss requested a motion to adjourn the meeting. Linda Storer

        motioned and second. Meeting adjourned at 1:13pm