**Governance Board Meeting Agenda**

**October 6, 2022**

I. CALL TO ORDER

Melanie Sarro called the meeting to order at 11:59am 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. Braylon Harris, appointed by Governor Edwards
3. William Johnson, appointed by Allen Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Penny Champion, appointed by Cameron Parish

Absent:

a. William Sommers, appointed by Governor Edwards

b. Linda Storer, appointed by Beauregard Parish

c. Kristen Cassidy, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Traci Hedrick, Community Services Director

c. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests were present at the meeting.

IV. APPROVAL OF MINUTES

Board members received the September minutes prior to the meeting. Melanie Sarro requested a motion to approve the September minutes. Penny Champion motioned and Aaron LeBoeuf seconded. September minutes unanimously approved.

V. APPROVAL OF AGENDA

No changes to the current agenda. Melanie Sarro requested a motion to approve the September agenda. William Johnson motioned and Braylon Harris seconded. Agenda unanimously approved.

VI. BOARD MONITORING

A. Global Linkage

This policy was reviewed with the board. It’s reviewed every three years. The policy

ensures all official communication to the operation of the authority, its achievements

and conduct are through the Executive Director (ED). No recommended changes to

this policy.

B. Unity of Control

This policy was reviewed with the board. It’s reviewed every three years. Only decisions of the board acting as a body are binding on the Executive Director. Any members or committees requesting information or assistance without board authorization can be refused by the Executive Director if in the opinion of the ED the requests require a large amount of staff time, funds spent or is disruptive. No recommended changes to this policy.

C. Accountability of the Executive Director

This policy was reviewed with the board. It’s reviewed every three years. The link to all of the authority is through the ED. The board cannot give instructions to staff without going through the ED. The board reviews the ED’s performance yearly to ensure the ED is compliant in reviewing board policies, and reporting out on current ImCal activities. Recommended changes: Remove line two as this is a repeated statement. Capitalize “Means” in line four.

D. Delegation to the Executive Director

This policy was reviewed with the board. It’s reviewed every three years. The board instructs the ED through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided. The board contributes to approve of, and oversee the process, development and implementation of a strategic operational plan. Recommended changes: Remove the “MOU” and add “contract with the Louisiana Department of health” in line one. Remove the word “between” and add the word “of” in line three.

Melanie Sarro called for a motion to accept all of the above policies, Aaron LeBoeuf motioned and William Johnson seconded.

VII. EXECUTIVE DIRECTOR REPORT

A. Prioritized Strategic Initiatives

Tanya McGee reviewed the Business Plan for ImCal’s Executive Management Team (EMT) for Fiscal Year (FY) 22/23. Tanya has EMT select one to two goals to work on for the year. Tanya reviewed each divisions goal with the board in detail. They include:

Behavioral Health Division - Leslie Nolan

1. Expand medicated assisted treatment services and office based opioid treatment

services into Sulphur.

2. Implement full transition out of icanotes into Athena.

Community Services - Traci Hedrick

1. Improve data collection of the hospital navigator program.

2. Implementation of the inter-agency council program within ImCal.

Compliance – Sheryl Meek director

1. Implement DocuSign within the Developmental Disability (DD) division.

2. Complete implementation of DocuSign within the administration division.

Developmental Disability Division – James Lewis

1. Establish DD electronic case records.

2. Obtain a new adaptive assessment for DD eligibility determinations.

Fiscal - Melanie Jackson

1. Continue the LaGov transition in regards to revenue and budget.

2. Migration into Athena with billing.

Human Resources – Leigh Conway

1. Create salary and benefit summary packages for staff.

2. Creation of an electronic employee handbook or an online employee section.

Operations - Jenny Mills

1. Implementation of shared documents programs

2. ImCal Beauregard clinic addition.

Melanie Sarro called for a motion to accept the report for Prioritized Strategic Initiatives. Penny Champion motioned and Braylon Harris seconded.

B. Treatment of Staff

Tanya McGee informed the board no grievances have been filed. Tanya reminded the

board ImCal conducts an employee survey every two years. The last report to the

board was in 2021. Melanie Sarro called for a motion to accept Treatment of Staff.

William Johnson motioned and Aaron Leboeuf seconded.

C. Update on Broad Street property and next steps

The purchase of the new ImCal property is complete. ImCal is currently in discussions with the City of Lake Charles regarding adjudicated property adjacent to the land purchased. Building plans are currently in development and mockup will be created to present to the Lake Charles City Council.

D. Louisiana Bridge Program – Hospital EDs

The Louisiana Bridge Program is the official name of the hospital navigator program. ImCal and the Office of Public Health Region V are working closely with the California Bridge Program. The program conducted a site visit with local hospital emergency directors. Tanya highlighted this program is successful due to the collective effort of many local agencies coming together for one purpose. Media projects are in the works to promote this program.

VIII. NEW BUSINESS

All board members are eligible to receive reimbursement for travel to/from the ImCal board meetings. Board members not currently receiving reimbursement for travel and would like to need to let Kristen Arville know.

IX. NEXT MEETING- **11/3/2022**

X. ADJOURNMENT

Melanie Sarro requested a motion to adjourn the meeting. Melanie Sarro motioned and William Johnson seconded. Meeting adjourned at 1:18pm.