Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

September 2, 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 via Zoom due to the federal declarations set in place for Southwest Louisiana and to comply with the Governor’s COVID 19 Phase in plan.

II. ROLL CALL

1. Corlissa Hoffoss, appointed by Governor Jindal
2. Betty Cunningham, appointed by Governor Edwards
3. Linda Storer, appointed by Beauregard Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

1. William Sommers, appointed by Governor Edwards
2. Angela Jouett, appointed by Cameron Parish
3. Rita Cole, appointed by Allen 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

Melanie Sarro who is the Executive Director for the Down Syndrome Association of

Southwest Louisiana. She has been recommended to fill the board seat vacated by

Corlissa Hoffoss. She attended the meeting to see how the board is conducted.

IV. APPROVAL OF MINUTES

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

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

Kristen Cassidy seconded. August minutes unanimously approved.

V. APPROVAL OF AGENDA

Betty Cunningham requested a motion to approve the agenda. Aaron LeBoeuf motioned and Linda Storer seconded.

VI. BOARD MONITORING

a. Beauregard Parish Appointment

Tanya McGee informed the board that Linda Storer’s first term has ended. Tanya has spoken with Ms. Storer and she is willing to serve a second term on the board. Betty Cunningham called for a motion to recommend Linda Storer for a second term. Betty Cunningham motioned and Aaron Leboeuf seconded. A letter will be drafted on behalf of the board and sent to the Beauregard Parish Police Jury recommending Linda Storer for a second term.

b. Governor Appointee Appointment

Melanie Sarro introduced herself to the board. She explained she is the Executive Director for the Down Syndrome Association of Southwest Louisiana. She is an occupational therapist currently working for the Cameron Parish school system where she has been for fourteen years. She is a mom to a child with down syndrome. She stated she is a huge advocate for adults and children with disabilities. Betty Cunningham made a motion for the board to make the recommendation to the Governor to appoint Ms. Sarro to serve as a Governor Appointee in the seat vacated by Corlissa Hoffoss. Linda Storer seconded. The board thanked Corlissa Hoffoss for all of her hard work and dedication to the ImCal board and wished her well in future endeavors.

VII. EXECUTIVE DIRECTOR REPORT

1. Financial Condition & Activities

Melanie Jackson, ImCal Chief Financial Officer presented the Monthly Funds and Expenditure Analysis summary to the board. ImCal received $6,306,945 in state general funds (SGR) for fiscal year 2021 (FY21) ImCal receives grant funds from the Louisiana Department of Health and the Office of Behavioral Health (OBH) each year. This year totaled $4,122,230. ImCal received $1,675,376 in LACARES funding. This is funding received from the federal government to replace state general fund dollars which were reduced due to COVID. Melanie informed the board the self-generated revenue (SGR) funds are lower than previous years due reduction in collections post disasters, even though the SGR target was met. Tanya explained clients with outstanding debt were not sent to collections and copays were not collected to help ease the client’s financial burden due to the disasters. Mental Health Block Grant and Substance Abuse Block Grant funds were fully expended for FY21. A few areas that were not fully expended were the Partnership for Success grant, Gambling and Tobacco funds. Tanya McGee reminded the board interagency transfers (IAT) are drawn down after the programs are administered. The partnership for Success is done in the schools and most schools were closed to due to COVID and post hurricanes. There are unexpended funds in Tobacco and Gambling The difference in federal funds budgeted compared to expended is due to the ImHealthy Grant that ended. Total year to date expenditures is $10,782,477 leaving a surplus of $1,178,311 that will go back to the state. The surplus has consistently gone down each year due to increased spending. ImCal didn’t have a normal expenditure for professional services and this was due to the fact that some of ImCal contractors were not able to open due to the hurricanes. Tanya commended Melanie and her team on expending funds and the work they did pre and post disasters. Melanie shared the Escrow report with the board. ImCal currently has $1,913,059 in the Escrow account. Tanya reminded the board this money can only be used with board approval. She informed as the account grows the board may potentially want to look at using the funds for new programs or facility expansion. Aaron asked about potentially adding onto a state building if the state would help with the funding. Tanya informed the board to make repairs or update a current state building that ImCal occupies, potentially yes, the state may assist. This would be considered capital outlay plans, but would come with a wait. Ms. Betty asked if there was a maximum amount you can collect in escrow. Melanie stated no maximum on it. Ms. Betty expressed concern for having too much in escrow funds.

1. Financial Planning & Budgeting

Melanie Jackson presented the budget containing the funds appropriated for the current fiscal year. For the current year, ImCal is budgeted $12,166,086. State General Funds were put back into the budget so the IAT is reduced due to not having the LACARES funds. There were additional funds added to the IAT that were given to ImCal due to COVID. ImCal will have a budget of $12,251,937. Tanya informed she doesn’t expect to have a big surplus this year unlike last year since most services are back online and operational. Tanya informed the board even though ImCal hasn’t received the budget documents for FY22/23, ImCal will be requesting additional positions. With the disasters, the need for ImCal services has grown. In addition, with lack of providers, some contract services are being taken in house.

1. Temporary Office Leases

The Tower in Lake Charles that housed ImCal Admin/DD employees is still in insurance litigation. ImCal is looking at all options from working with a land developer to adding onto ImCals Lake Charles clinic. There are a lot of variables and all discussions are preliminary at this time. Therefore, ImCal will be renewing both leases for ImCal administration and developmental disabilities for another year. ImCal’s DD division will be moving back into their temporary space this month.

1. Hurricane Ida Response

Tanya McGee is sitting in on ESF-8 calls daily. ImCal may be required to provide shelter support to the mega shelter in Alexandra but has not been called to do so. Ms. Betty asked if ImCal sends staff to help with hurricane recovery, in regards to counseling services. Tanya explained OBH will provide disaster crisis counseling through LA Spirit. Any evacuees can be seen at ImCals clinics for services. ImCal plans to collect donations and bring them to South Central Louisiana Human Services District, one of ImCal’s sister districts hit by Hurricane Ida. Odyssey House Louisiana who contracts with ImCal to run the Briscoe Treatment center has generator power at their facilities in New Orleans. ImCal has offered Briscoe if they need to transport clients out of the affected areas.

VIII. NEW BUSINESS

Tanya informed the board; Bayou Technologies will be creating the ImCal Annual report. They want a picture of our board of directors to put in the report. This will be coordinated within the next few weeks.

IX. NEXT MEETING - **10/7/2021**

X. ADJOURNMENT

Betty Cunningham requested a motion to adjourn the meeting. Corlissa Hoffoss motioned and Linda Storer seconded. Meeting adjourned at 12:53pm.