IMPERIAL CALCASIEU
HUMAN SERVICES AUTHORITY

Administrative Division
4105 Kirkman St
Lake Charles, LA, 70607
(337) 475-3100 **imcalhsa.org**

Governance Board Meeting Minutes
June 4, 2026

I. CALL TO ORDER

Melanie Sarro called the meeting to order at 12:02pm noting a quorum was present. The meeting was held at the Office of Public Health in Lake Charles.

II. ROLL CALL

a. Melanie Sarro, appointed by Governor Edwards
b. Braylon Harris, appointed by Governor Edwards
c. William Johnson, appointed by Allen Parish
d. Aaron LeBoeuf, appointed by Calcasieu Parish

Absent

a. William Sommers, appointed by Governor Edwards
b. Daisy Holmes, appointed by Beauregard Parish
c. Katie Guinn, appointed by Jefferson Davis Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director
b. Jenny Mills, Deputy Director
c. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Additions were made to the agenda. Tanya requested Executive Session to discuss ED merit agenda item be moved to the end of the Executive Director report. Melanie Sarro requested a motion to approve the agenda with changes. Melanie Sarro motioned and Aaron LeBoeuf seconded.

VI. BOARD MONITORING

A. Cost of Governance

This policy entails what it costs the board to function as a governing body. Tanya presented the annual expenses report for the 2025-2026 fiscal year (FY). The report includes travel and cost of lunches. Travel expenses include $1227.64 and lunch expenses include $852.05.

B. Vote for Officers

Before the floor opened for nominations, Tanya reviewed the current slate of officers. Braylon Harris nominated Melanie Sarro to remain as the Board chair. Melanie Sarro accepted. Braylon Harris motioned and Aaron LeBoeuf seconded. Melanie Sarro nominated Katie Guinn as the vice chair. Tanya McGee reached out to Katie Guinn post meeting and Ms. Guinn accepted. Braylon Harris motioned and Aaron LeBoeuf seconded. Melanie Sarro nominated Aaron LeBoeuf to remain as the treasurer Aaron LeBoeuf accepted. Braylon Harris motioned and William Johnson seconded. Aaron LeBoeuf nominated Braylon Harris to remain as the secretary. Melanie Sarro motioned and William Johnson seconded.

C. Cameron Parish Appointment

Julie Trahan is a potential candidate for Cameron Parish and has expressed interest in serving on the Board. Ms. Trahan is not yet able to confirm her commitment but will provide an update soon. Melanie Sarro called for a motion to allow Tanya to reach out to Cameron Parish Police Jury to make the recommendation once Ms. Trahan confirms. Aaron LeBeouf motioned and Braylon Harris seconded.

D. Executive session to discuss ED merit

Prior to entering executive session, the board was provided with information on Executive Director salaries and credentials across the state. Melanie Sarro made a motion to enter executive session to discuss ED merit at 12:44pm and Braylon Harris seconded. Executive staff excused themselves from the meeting at this time.

The open meeting reconvened at 12:56pm. Melanie Sarro made a motion to come out of executive session and Aaron LeBoeuf seconded. The Board thanked Tanya McGee and expressed appreciation for the work that she does. The board reviewed the Executive Director Evaluations filled out by the Executive Management Team to assist in the evaluation of Tanya’s performance. The board encouraged Tanya to read the evaluations. The board voted to give Tanya a 5.5% salary increase effective July 15, 2026. Melanie Sarro called for a motion. Melanie Sarro motioned, and William Johnson seconded. Tanya McGee accepted the increase and thanked the Board.

VII. EXECUTIVE DIRECTOR REPORT

A. Ends Focus of Grants or Contracts

The Grants/Contracts report for FY 2025/2026 was presented to the board. All contracts are 1 to 3 years depending on the type of service provided. This agenda item was moved from the August Board agenda to June, due to a recent legislative audit. A recommendation was given to have the Board approve contracts over $250k before they are executed at the beginning of each FY starting July 1. The Via Link contract increased due to operational costs. Odyssey House Louisiana contract increased due to bed utilization rates. Volunteers of America increased due to ImCal receiving funding to manage the SSI/SSDI Outreach, Access, and Recovery (SOAR). Funding will be supplied by the state, and ImCal will manage the process by contracting out the work. SWLAHEC contract for the Substance Use Navigators is decreasing due to incentive funding for hospitals from Medicaid for LA Bridge services. When reviewing cash subsidy funds, Braylon Harris asked whether these services include items such as a ramp for a child in need. Tanya responded yes, ImCal's Behavioral Health and Developmental Disabilities (DD) divisions both have funding that provides various services to individuals in need. Joanne Henig's contract increased due to her rates increasing. SWLAHEC contract for the Opioid Coordinator increased. Tanya explained the position is split between ImCal and The Louisiana Department of Health. The contract with Melissa Witmeier ended. The contract with Jennifer Strickland ended because she was moved to a Civil Service position. The Behavioral Health Pipeline contract ended to due to the grant ending. Flexible Families Fund increased due to the annual increase in State General funds. The contract with Teresa Zaunbreaker ended due to the internship ending. The total means of financing for ImCal contracts for FY 2025/2026 is $6,115,184.11. Melanie Sarro made a motion to accept the Grants/Contracts report for FY 2025/2026. Melanie Sarro motioned and Braylon Harris seconded.

B. Community Services Report

Tanya McGee presented a report detailing ImCal's community service outreach activities conducted throughout the 4th and final quarter for FY26. Additional events are scheduled before the end of the FY. The report highlighted several initiatives, including tabling events, health fairs, and school events. An ASIST training was held to teach suicide first aid intervention skills. Families Helping Families hosted a webinar providing an overview of DD services. The session was presented by Scott Meche, Director of DD services at ImCal.

C. Update of Bilbo Building

Results for the phase two historic tax credit application, including approval or denial, are expected by June 11. ImCal's consultants anticipate approval, as this submission represents the second phase of the application process. Bank approval for the associated funding is also expected imminently. Once all approvals are secured, demolition will commence.

VIII. NEW BUSINESS

IX. NEXT MEETING- **07/09/2026**

X. ADJOURNMENT

Melanie Sarro called for a motion to adjourn. Melanie Sarro motioned and Braylon Harris seconded. Meeting adjourned at 1:01pm.