 Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

December 3, 2020

MINUTES

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:04pm 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 Hurricanes Laura & Delta

II. ROLL CALL

1. Corlissa Hoffoss, appointed by Governor Jindal
2. Betty Cunningham, appointed by Governor Edwards
3. William Sommers, appointed by Governor Edwards
4. Linda Storer, appointed by Beauregard Parish
5. Aaron LeBoeuf, appointed by Calcasieu Parish
6. Angela Jouett, appointed by Cameron Parish
7. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

1. Rita Cole, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Jenny Mills, Deputy Director
3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests were present at this meeting.

IV. APPROVAL OF MINUTES

Board members received November minutes prior to the meeting. Corlissa Hoffoss requested a motion to approve the November minutes. Angela Jouett motioned and Bill Sommers seconded. November minutes unanimously approved.

V. APPROVAL OF AGENDA

Tanya McGee requested to move Status Update ImCal HSA to Executive Director report.

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

motioned and Linda Storer seconded.

VI. BOARD MONITORING

VII. EXECUTIVE DIRECTOR REPORT

1. Asset Protection

Tanya McGee presented the Asset certification report to the board. This is similar to the Asset report that is submitted yearly to the board, the only item missing is the depreciation column. Tanya reviewed the report with the board and talked about what they are doing now in comparison to last year along with the recent hurricanes. All items included on the report are any items over one thousand dollars and all IT equipment. This is to track property as advised by ImCal legislative auditors. Total assets in terms of property is 315. Cost of assets is $567,352. In comparison to last year ImCal assets totaled $477,000. Most of the items were purchased last year with surplus money to upgrade ImCal Admin, DD and BH clinics and a large IT order to update current IT equipment. ImCal has inventory of damaged items from the Tower. A running inventory was made of all furniture at the Tower along with what had damage and what didn’t. Insurance adjustor from the Office of Risk Management (ORM) has come out and looked at the damage and ImCal is currently waiting on a response. The vehicle fleet had minimal damage. Tanya will update the board when she hears back from ORM. The board didn’t have any questions. Corlissa Hoffoss commended Tanya and her staff for having this list prior to the storms to better efficiently determine and assess damage.

1. Status Update on ImCal HSA

Tanya McGee updated the board on the status of ImCal. All of ImCal’s clinics are open and operational. Some staff are still working remotely due to COVID and the hurricanes. Admin and DD temporary office space not yet finished. ImCal has a total of 16 staff that are still displaced from their homes due to the hurricanes. Some are living out of town and working remotely, with family or temporary housing.

1. Briscoe Repairs

Briscoe is having a few delays due to the electrical repairs. Jenny Mills and Tanya McGee are in communication with Dollar Electric and Entergy to get payment for the work to be done. Tanya has reached out to Baton Rouge to reach out to Entergy to prioritize the facility to get this moving. Once power is restored it will take Odyssey House Louisiana 30 days to get services restored.

1. Crisis Counseling Program Grant

This is funding from SAMHSA. Office of Behavioral Health will be managing the grant for ImCal. It will provide crisis counselors to come into the area to help SWLA residents get connected to area resources. Due to the funding of the grant ImCal contractors cannot manage the grant due to lack of budgeted indirect costs. The grant has been submitted and is in the final stages of approval. Looking to have this operational by January. Tanya explained this is much needed in our area. ImCal has a contract with Southwest Louisiana Health Education Center and they are going out into the homeless population to help the people in need. They will be able to place these counselors with people who need crisis counseling.

1. Update on new Admin & DD Offices

ImCal’s temporary office space for Admin and DD are almost complete. Waiting on data lines to be established. Staff recently got to go see their new space. It will be small and staff will be sharing offices. Due to COVID restrictions staff will be rotating and not everyone will be in the office at the same time. Tanya informed the board this will give these employees a place to land, make copies, print, do mail outs and provide efficiency. The Tower is currently assessing damages from hurricane Delta. Tanya is expecting a report sometime early December on what the Tower next steps plan for the building.

VIII. NEW BUSINESS

 IX. NEXT MEETING – **January 7, 2021**

X. ADJOURNMENT

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

        and Angela Jouett seconded. Meeting adjourned at 12:49pm