**Governance Board Meeting Agenda**

**May 7, 2024**

I. CALL TO ORDER

Linda Storer called the meeting to order at 2:02 p.m. noting a quorum was present. The meeting was held at ImCal’s Behavioral Health Division in Lake Charles.

II. ROLL CALL

1. William Sommers, appointed by Governor Edwards
2. Melanie Sarro, appointed by Governor Edwards

c. William Johnson, appointed by Allen Parish

d. Linda Storer, appointed by Beauregard Parish

1. Aaron LeBoeuf, appointed by Calcasieu Parish
2. Penny Champion, appointed by Cameron Parish

Absent

1. Katie Guinn, appointed by Jefferson Davis Parish
2. Braylon Harris, appointed by Governor Edwards

EXECUTIVE STAFF PRESENT

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

III. INTRODUCTION OF GUESTS

1. Libbe Leone, CARC

IV. APPROVAL OF MINUTES

Board members received the April minutes prior to the meeting. Linda Storer requested a motion to approve the April minutes. Aaron LeBoeuf motioned and Penny Champion seconded. April minutes unanimously approved.

V. APPROVAL OF AGENDA

Additions were made to the agenda. Adding Turnover Report Question under Executive Director Report. Linda Storer requested a motion to approve the agenda. Aaron LeBoeuf motioned and William Johnson seconded.

VI. BOARD MONITORING

A. Chairpersons Role

This policy details the role of the chairperson who ensures the current policies are followed and meeting content is focused. The chairperson’s deliberation must be fair and open. The chairperson can also be the district representative with board approval and can appoint any subcommittees to assist the board, if needed.

B. Member Code of Conduct

This policy refers to the code of conduct for board members and potential conflict of interest. Board members can have personal business interest but cannot publicly support their own agendas under ImCal’s name. Board members cannot make a statement as representative of the board. A copy of this policy was sent electronically to all board members. Any additions or corrections can be addressed at the next meeting.

C. Present Slate of Officers

Linda Storer – Chair

Melanie Sarro – Vice Chair

Braylon Harris – Secretary

Aaron LeBoeuf – Treasurer

VII. EXECUTIVE DIRECTOR REPORT

A. Emergency Executive Director Succession

In case of an emergency the Executive Director is required to provide to the board alternates who can assume the role of Executive Director. The alternates are Jenny Mills, ImCal HSA Deputy Director and Leigh Conway, ImCal HSA Human Resources Director. Signed letters of succession are kept on file within ImCal HSA Administration office.

B. National Practitioner Data Bank (NPDB)

The National Practitioner Data Bank (NPDB) is a web-based repository of reports containing information on medical malpractice payments and certain adverse actions related to health care practitioners, providers, and suppliers. Federal regulations authorize eligible entities to report to and/or query the NPDB. The reports are confidential, and not available to the public. The NPDB requires a copy or summary of the organization's formal peer review process signed by members of the organization's governing body. Kristen provided a copy to the board for signatures.

C. Update on Broad St. Property

Tanya informed the board she was approached about a potential building in downtown Lake Charles. It’s the former Lake Charles Housing Authority building. A walk through was conducted and determined adequate space is available along with room for growth or sublease to other agencies. A detailed walk through with an architect and building development company will be conducted with the board’s permission. The board gave Tanya verbal approval to proceed with the walkthrough. All options were reviewed with the board. The options are as follows (1) build a one-story building on Broad Street, (2) Renovate the property next to Laguna, (3) purchase and renovate the housing authority building. Tanya expressed concerns regarding the access and parking for option two. She cannot guarantee enough available spots. Prior to the next board meeting Tanya will work with the developers to have two proposals for the board which will include estimated costs and timeframe for completion..

D. Turnover Report Question

A question was posed at the last meeting regarding the average age of ImCal

Employees. Tanya informed the board the average age of ImCal Employees is 45

years of age.

VIII. NEW BUSINESS

IX. NEXT MEETING-**06/06/2024**

X. ADJOURNMENT

Linda Storer called for a motion to adjourn and Aaron LeBoeuf motioned and Melanie Sarro seconded. Meeting adjourned at 2:40 p.m.