**Governance Board Meeting Minutes**

**September 7, 2023**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:03pm 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. Linda Storer, appointed by Beauregard Parish
5. Aaron LeBoeuf, appointed by Calcasieu Parish
6. Penny Champion, appointed by Cameron Parish
7. Katie Guinn, appointed by Jefferson Davis Parish

Absent

a. William Sommers, appointed by Governor Edwards

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Jenny Mills, Deputy Director
3. Melanie Jackson, Chief Financial Officer
4. Debbie Bass, Administrative Coordinator – Developmental Disabilities Division
5. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

No guests present at the meeting.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the agenda. Aaron LeBoeuf motioned and Braylon Harris seconded.

VI. BOARD MONITORING

VII. EXECUTIVE DIRECTOR REPORT

A. Global Executive Constraint

The 2023 Legislative Audit was presented to the Board. ImCal had one finding

regarding the reconciliation of patient accounts. Many factors including the way the report is received from the Office of Debt Recovery contributed to this finding. ImCal’s Billing Department has already created a corrective action to this finding.

B. Financial Condition & Activities

The final Fiscal Year (FY) 22-23 Revenue and Expenditure Report was presented at the meeting. Melanie Jackson went over the document in detail. Revenues including State General Funds, Interagency Transfers, Federal Grants, and Self-Generated Revenue funds were discussed. ImCal exceeded the FY23 self-generated revenue target by $326,927.47, which was moved into escrow funding. Expenditures including contracts and operating services were discussed. The overall actual budget $13,155,454.34. Tobacco funding was cut at the end of the FY. The first payment for the National Association of County and City Health Officials grant was received. The Escrow document was also presented to the Board with a current balance of $2,139,074.03.

C. Financial Planning & Budgeting

ImCal Fiscal is preparing the FY25 budget. The budget request document was presented to the Board. ImCal plans to ask for a T.O. position for ImCal’s Waiver Unit in the Developmental Disabilities Division. Additional funding was also requested for: (1) Medication Assisted Treatment services for individuals with Opioid Use Disorders; (2) To cover increased lease costs post Hurricanes Laura and Delta.; (3) Replacement of a fire alarm panel at ImCal’s Behavioral Health Division in Lake Charles; and, (4) Pavement of the parking lot at ImCal’s Behavioral Health Division in Beauregard Parish. Budget approval is contingent on the items requested. Final approval comes from the Louisiana Legislature during session. Should receive first level of approval from Division of Administration sometime in January, 2024. Aaron LeBoeuf asked about the Opioid Settlement Funding for Calcasieu Parish. ImCal is participating on the taskforce appointed by the Parish. The taskforce makes the decisions regarding the expenditure of the funds.

D. Annual LDH Meeting for Board Members

The Annual Louisiana Department of Health meeting for Board members will be held November 9, 2023 in Baton Rouge as a part of the Human Services Interagency Council meeting. Every Local Governing Entity is required to have the Board Chair or a designee present. Linda Storer, Melanie Sarro, Penny Champion and Katie Guinn all volunteered to attend the meeting.

E. ImCal BH Allen Parish Move

ImCal’s Behavioral Health Division in Allen Parish will be moving to a new location. The office will be located at the Office of Public Health (OPH) building in Oakdale, LA. This move will allow coordination of services with OPH, and save ImCal approximately $25,000 in lease costs.

F. Update on Broad St. Property

Interviews were held with potential developers. The two main objectives for ImCal are cost and time. Both interviews prompted further research and discussion regarding construction and costs. Currently, Tanya and her team are in discussions with CSRS who is looking into all options presented in the interviews before a decision is made.

VIII. NEW BUSINESS

IX. NEXT MEETING**-10/05/2023**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Penny Champion motioned and Braylon Harris seconded. Meeting adjourned at 1:03pm