Governance Board Meeting

One Lakeshore Drive, Suite 2000

Lake Charles, Louisiana 70629

July 2, 2020

MINUTES

I. CALL TO ORDER

Corlissa Hoffoss called the meeting to order at 12:02pm 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.

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. Rita Cole, appointed by Allen Parish
  5. Aaron LeBoeuf, appointed by Calcasieu Parish
  6. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

a. Linda Storer, appointed by Beauregard Parish

b. Angela Jouett, appointed by Cameron 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 June minutes prior to the meeting. Corlissa Hoffoss requested a motion to approve the June minutes. Corlissa Hoffoss motioned and Aaron Leboeuf second. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Corlissa Hoffoss requested a motion to approve the agenda. Kristen Cassidy motioned and Aaron Leboeuf second.

VI. BOARD MONITORING

a. Confirmation Signatures

Tanya McGee informed the board that every year they have to confirm with documented signatures approval of the Board Governance Manual. Tanya informed the board that signatures will be collected at the next in person meeting.

b. Global Gov. Commitment

Tanya McGee reviewed the policy with the board. This policy identifies purpose and

focus of the board. Tanya stated she does not have any recommendations for change at

this time. Tanya reminded the board that staff are in the process of changing the Board

Governance Manual format to follow the ImCal HSA Policy format. Manual content

remains the same, just changing format. Will present to board for approval once

completed.

c. Governance Style

Tanya McGee reviewed the policy with the board. This policy refers to how the

board acts as a body and not individually. Board focus looks at outward vision

opposed to inward preoccupation. Tanya stated she does not have any

recommendations for change at this time.

d. Ends statement

Tanya McGee informed the board the Ends statement includes the overall mission,

priorities and goals of the district. Tanya stated she does not have any

recommendations for change at this time. She did inform the board that she

would like hold a board training in the fall. She suggested to bring in a consultant that

is familiar with this process to work with the board to update their Ends statement.

The board is in agreeance with this.

VII. EXECUTIVE DIRECTOR REPORT

a. Global Executive Constraint

Tanya reviewed the policy with the board. Tanya presented the Escrow report to the board. She informed that this account holds unappropriated funds from collections over the self-generated revenue targets each year. Any use of unappropriated funds will have to be approved by the board. There is currently $1,253,692 in the Escrow account. Tanya reminded the board that the Escrow account will only be used for one-time funding. For example, if the HVAC at Briscoe goes out and there is no funding to fix it. Corlissa Hoffoss asked if ImCal does their own internal audits. Tanya stated ImCal does multiple internal audits within each department, i.e. billing, clinical audits, human resources, safety, etc. In addition, there are various external audits completed by outside entities such as Civil Service, Office of Risk Management, CARF, etc. Since ImCal is a governmental entity, there is no requirements for an external accounting firm to conduct an audit. This is done by Legislative auditors every two years.

b. Update on ImCal COVID response

Tanya informed the board that ImCal is still operating in phase two. Tanya reported

during the months of March – June ImCal didn’t have any issues with staff that

was related to COVID. She did inform the board that since the recent spike in cases

they have a handful of staff that are out due to COVID. This is either due to an

exposure or they tested positive for the virus. Tanya is working closely with HR and

taking each situation case by case. Services are currently being maintained.

Counselors are using telephone, Zoom and face to face to provide services. All

precautionary measures are still implementing, such as no visitors, screenings and

temp reads for anyone coming in and the wearing of masks are mandatory.

c. MHBG one-time Award for FY21

Tanya informed the board that ImCal received one-time additional Mental Health

Block Grant funding of $200,000. ImCal plans to use this to outreach to the younger

generation in Suicide and Opioid overdose prevention. ImCal is working with Bayou

Technologies to develop a campaign that reaches out to the younger generation to

give them access to the resources they need. Social Media platforms used will be

Snapchat, YouTube, and TicTok. ImCal will be pushing out ads to the most at risk by

using Geo Tracking. This allows ImCal to pin point the locations/areas of the most at

risk. Tanya has received board approval to reach out to the local corners office in

each parish to get the data on deaths by suicide and overdose in specific age groups,

demographics, race, geographic locations and time of death.

VIII. NEW BUSINESS

IX. NEXT MEETING – **August 6, 2020**

X. ADJOURNMENT

Corlissa Hoffoss entertained a motion to adjourn the meeting. Betty Cunningham motioned and Kristen Cassidy second. Meeting adjourned at 12:46pm.