**Governance Board Meeting Minutes**

**July 7, 2022**

I. CALL TO ORDER

Linda Storer called the meeting to order at 12:04pm noting a quorum was present. The meeting was held at the Office of Public Health Region V Administration Office.

II. ROLL CALL

1. William Sommers, appointed by Governor Edwards
2. Melanie Sarro, appointed by Governor Edwards
3. Linda Storer, appointed by Beauregard Parish
4. Aaron LeBoeuf, appointed by Calcasieu Parish
5. Penny Champion, appointed by Cameron Parish
6. Kristen Cassidy, appointed by Jefferson Davis Parish

NOTE: Allen Parish seat is vacant. Third Governor Appointee seat is Vacant

 EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. James Lewis, Developmental Disabilities Division Director
3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

 William Johnson, Allen Parish DA’s Office.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Linda Storer requested a motion to approve the agenda. Penny Champion motioned and Kristen Cassidy seconded.

VI. BOARD MONITORING

1. Global Gov. Commitment

Tanya McGee reviewed the policy with the board. It reviews the purpose of the board, achieves appropriate results consistent with the mission of serving individuals in the community with mental illness, addictive disorders, and developmental disabilities. It’s consistent with the terms of current legislation and the contract with Louisiana Department of Health (LDH). The board must ensure the district is fiscally responsive and avoid any unacceptable risks. Tanya reminded the board fiscal documents will be provided to the board at the September meeting as scheduled. The contract with LDH renews every three years and expires this fiscal year. However, with COVID and other disasters the contract was extended for the next fiscal year. No major changes expected unless there are changes with the addition of Office of Public Health services. Tanya will let the board know if any changes occur. She has no recommendations for change to the current policy. Linda Storer asked if the September board meeting and the board training will be on the same day. Tanya informed that it will and this will be a good meeting for the trainer to see because she will be evaluating how the meetings are conducted. Linda Storer called for a motion to approve the policy with no changes. Aaron LeBoeuf motioned and Melanie Sarro seconded.

1. Governance Style

This policy reviews the actual processes of the board. Tanya McGee informed the board this is something the consultant will go over in more detail in their upcoming board training. Board members are charged with a focus of outward vision as opposed to the inward detail. The Executive Director (ED) runs the administration and the Board brings goals to the ED. The Board is a collective group who represent the local five parish area. An individual member cannot hinder the work of the board and the board cultivates group responsibility as a whole. The board monitors written policies and each other. Incoming board members must have an orientation. Tanya informed the board an official orientation will be conducted for recently new board members and oncoming members once the new appointees are confirmed. Tanya has no recommended changes to this policy. Linda Storer called for a motion to approve the policy with no changes. Penny Champion motioned and Melanie Sarro seconded.

1. Board Job Description

Tanya McGee informed the board this policy details the responsibility of each board member. Board members are responsible for overseeing the ED and goals for the district. Board members maintain the link within the community. The board insures and reviews the ED’s performance. An additional board member job description is located in the appendix of the Board Governance Manual. This details the roles and responsibilities of the board member. Tanya encouraged all board members to review this and has no recommended changes to this policy. Linda Storer called for a motion to approve the policy with no changes. Bill Sommers motioned and Linda Storer seconded.

1. Ends Statement

The Ends statement is the mission statement for the district and part of the board governance model. It insures the district is responsive to the needs of individuals in the community and accountable to ImCal stakeholders. Tanya informed the board she would like to revisit this statement because it needs updating to include ImCal Primary Care services and other new services ImCal currently provides. This statement has not been updated since the inception of ImCal. Board agreed to review during their upcoming training in September. Tanya currently has no recommended changes to this policy.

E. Confirmation – Agreement Signatures

Tanya McGee reminded the board Confirmation-Agreement Signatures are collected every July. Current board members signed confirmation of their Board Governance processes and procedures.

F. Potential Allen Parish Appointee Appointment

Tanya McGee introduced William Johnson to the board, she met him at the meeting with Law Enforcement in regards to the opioid epidemic. Mr. Johnson is from Allen Parish and is visiting the ImCal HSA Board as a potential board member to fill the vacancy in Allen Parish. Mr. Johnson has been in in law enforcement since 2007. He currently works for the Allen Parish Sheriff’s office as a Criminal Investigator assigned to the Allen Parish DA’s office. Mr. Johnson is interested in learning about the services ImCal provides. He mentioned comes into contact daily with parish residents who could benefit from ImCal services. Tanya informed the board the position that needs to be filled is an individual with professional experience with addictive disorders. This can be filled by anyone who works with individuals with addictive disorders not limited to counselors or mental health professionals. Tanya asked Mr. Johnson if serving on the board is something he would consider and Mr. Johnson expressed interest in serving on the ImCal HSA Board of Directors. Linda Storer welcomed Mr. Johnson and added most residents of rural parishes don’t know about ImCal and the representative role is vital as it helps to promote ImCal within the parish. Linda Storer called for a motion for Tanya McGee to make a

recommendation to the Allen Parish Police Jury, on the board’s behalf, to appoint William Johnson as the Allen Parish representative to the ImCal Board of Directors. William Sommers motioned and Kristen Cassidy seconded.

VII. EXECUTIVE DIRECTOR REPORT

1. Update on Board St Property

At the last board meeting Tanya McGee was given authority to make an offer on a building/land in the Lake Charles area. The original offer was declined and a counter offer was made. Tanya informed a counter offer was recently sent and are awaiting response. While waiting ImCal is still looking at other suitable properties. Tanya did inform the board after further investigation the building would have to be demolished.

1. LA State Opioid Response Grant 3.0

LDH will be applying for the LA State Opioid Response Grant (LaSOR) 3.0 grant as the current 2.0 grant is ending. If approved, ImCal will continue to receive LaSOR funding to support Opioid Use Disorder (OUD) services in the community. LaSOR 2.0 funding will end Sept, however a no-cost extension has been granted to cover opioid services through December. If awarded LaSOR 3.0 services will include continuation of the Hospital Bridge program, availability of Narcan and Fentanyl testing strips, OUD education, and an OUD Specialist position to coordinate community activities. Regarding fentanyl testing strips, prior to this year they were considered drug parahelia. With new legislation, they are legal and ImCal’s street outreach team will be able to hand these out to the persons they serve. ImCal has also applied for an opioid grant that will provide funds to help law enforcement in conjunction with the opioid epidemic.

1. Sulphur & Beauregard/Allen Clinic Manager Promotions

Tanya McGee reminded the board due to the promotion of Traci Hedrick to Community Services Director this created an open position for a clinic manager at ImCal’s Behavioral Health Division in Sulphur. External/Internal interviews were conducted. The position will be filled by Jeremy Royer who is currently the clinic manager at ImCal’s Behavioral Health Division in Allen/Beauregard thus creating another vacancy. External/Internal interviews were held and Tara DeMars will be the clinic manager in Allen and Beauregard. Tanya informed Tara currently works as a counselor at ImCal’s Behavioral Health Division in Lake Charles. HR will post a clinician position to replace Tara in LC.

 G. Adaptive Testing for Developmental Disabilities

ImCal is governed by Office for Citizens with Developmental Disabilities (OCDD) when it comes to Developmental Disabilities (DD) Services. A reoccurring issue is the adaptive testing tools mandated by OCDD to determine eligibility for services. James Lewis DD Division Director gave the board information on the current tools used and mentioned they’re very outdated. James and his team have advocated to state office to let them choose the best tool to help with this process. The tool considered is the Vineland Adaptive Behavior Scale. James explained it’s a standard tool that is very recognized in the DD community and area schools. Board Members Penny Champion and Melanie Sarro commented that they are both familiar with the Vineland tool and support their use within our Entry Unit. OCDD is in favor of this but will need to change/update all policies before starting the process. They are expected to be sent to the DD Division for review by the end of July.

VIII. NEW BUSINESS

Tanya McGee reminded members the board training is September 8, 2022. A trainer experienced in board governance processes will be brought in review the board in regards to how the meetings are conducted and current board policy. The training is expected to last 4-5 hours, and the board will conduct a full meeting.

 IX. NEXT MEETING- **8/11/2022**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Kristen Cassidy motioned and Penny Champion seconded. Meeting adjourned at 1:02pm.