**Governance Board Meeting Minutes**

**September 8, 2022**

I. CALL TO ORDER

Linda Storer called the meeting to order at 8:48am 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. Kristen Cassidy, appointed by Jefferson Davis Parish

Absent:

a. William Sommers, appointed by Governor Edwards

EXECUTIVE STAFF PRESENT

1. Tanya McGee, Executive Director
2. Melanie Jackson, Chief Financial Officer
3. Kristen Arville, Executive Assistant

III. INTRODUCTION OF GUESTS

Kay Irby, Consultant. She will be working with the board on policy governance

best practices.

IV. APPROVAL OF MINUTES

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

V. APPROVAL OF AGENDA

Tanya McGee informed of changes needed to the agenda. Move Prioritized Strategic Initiatives to the October board agenda. Move Financial Condition & Activities before Financial Planning & Budgeting under Executive Director Report. Linda Storer requested a motion to approve the agenda with recommended changes. Aaron LeBoeuf motioned and Penny Champion seconded.

VI. BOARD MONITORING

VII. EXECUTIVE DIRECTOR REPORT

A. Financial Condition & Activities

Melanie Jackson went over expenditures and revenue for the end of Fiscal Year (FY) 22. The surplus deficit report was reviewed with the board. ImCal has four main means of financing including State General Funds, Interagency Transfers, Federal Grants, and Self-Generated Revenue. The largest, most consistent grant funding stream comes from Substance Abuse and Mental Health Block Grants. ImCal also receives COVID response funding and Louisiana State Opioid Response (LaSOR) grant funds. Braylon Harris asked if this is yearly funding? Melanie explained LaSOR originally was a one-time grant, but has been extended each year. The report showed an increase in federal funds which is due to carryover grant funding. ImCal had an increase in self-generated revenue over the projected target. Funds collected over the target are moved into ImCal’s escrow account. Tanya stated that overall ImCal has seen a 20% increase in patient visits. She praised ImCal’s fiscal unit for their hard work during a very busy year. Total expenditures for FY22 totaled $12,702, 996 with a surplus of $722,371. Melanie presented a year to date trend to show how expenses have changed over past years. Over the years the surplus has decreased. Tanya informed the board ImCal is still in the process of working with ORM on hurricane insurance claims and expects to receive reimbursement, but doesn’t have a date for payment. Aaron LeBoeuf asked how much is in escrow account. Melanie informed $2,297,632 is currently in the escrow account.

B. Financial Planning & Budgeting

Melanie Jackson presented the FY23 appropriated budget document to the board. This report shows the existing budget and appropriated funds for the current fiscal year. The appropriated budget increased by $374,298. Interagency transfer funds decreased due to the end of COVID/hurricane funding. Only funds left from the emergency funds received are the American Rescue Plan Act (ARPA) grant funds. Total means of financing appropriated for FY23 is $13,072,250. Melanie presented another document to the board detailing the FY24 appropriated budget. Total adjustments include employee benefits, inflation, insurance, and auditor increases. Tanya discussed LaSOR funding. With this funding ImCal has done a great deal of work in opioid response including Medicated Assisted Treatment in multiple clinics, prevention and education work associated with fentanyl, and NARCAN distribution. Calcasieu Parish Coroner’s Office reported overdose deaths are 20 less than this time last year. Only other change to the budget is if ImCal is awarded the Department of Justice grant. There was brief discussion due to several questions pertaining to the escrow fund. Tanya and Melanie went over the proper usage of the account.

C. Update re Broad St Property

Tanya informed the board ImCal is under contract for the property on Broad street. The acreage is less than what was originally wanted. There is an additional acre adjacent to the property that ImCal is interested in securing. Tanya, Jenny Mills, ImCal Deputy Director and Board Member Aaron LeBoeuf will be meeting with the mayor of Lake Charles regarding the property and potential funding opportunities. The plan is to build big enough to house ImCal’s Administration and Developmental Disabilities Divisions and additional Region V state agencies who were also displaced from the Tower. Aaron LeBoeuf asked if state approval is needing to build. Since ImCal is its own legal entity, we do not have to go through the Division of Administration or Facility Planning.

VIII. NEW BUSINESS

ImCal will be participating in Step Up for Down Syndrome walk hosted by the Down Syndrome Association of Southwest Louisiana and the Out of the Darkness walk hosted by the American Foundation for Suicide Prevention. ImCal sponsored a screening of the film My Ascension for Sam Houston High School students in Lake Charles. The film was well received and ImCal plans to show at other areas high schools to help aid in suicide prevention. Emergency Responder Appreciation Day is Saturday September 10th at the Lake Charles Civic center. Pete will be at the event along with ImCal and Office of Public Health staff.

IX. NEXT MEETING- **10/6/2022**

X. ADJOURNMENT

Linda Storer requested a motion to adjourn the meeting. Braylon Harris motioned and Melanie Sarro seconded. Meeting adjourned at 9:58am.