**Northwest Louisiana Human Services District (NLHSD) – Region 7**

Minutes of the Regular Meeting of Thursday, January 17, 2013 @ 5:30 p. m.

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The regular meeting of the Board of Directors of the NLHSD was held on Thursday, January 17, 2013 @ 5:30 p.m. The meeting was called to order by M. Slaughter @5:38 p.m. The invocation was offered by Morgan Johnson and the Pledge of Allegiance was led by Roland Pippin.

**Roll Call in Attendance:** Jennifer Partain, Morgan Johnson, Margaret Lowery, Roland Pippin, Marcelle Slaughter, Ora Rice, Chris Nolen, Dee Fowler, and Barbara Marshall. Absent: Njeri Camara, Wanda Brock, and Fred Jones. DHH staff present: Russell Semon, Wendy Goad, and Sharon Doyle.

Members of the Public: Reece Middleton of the Assoc. on Compulsive Gambling, Derrick Stephenson of Willis Knighton, Executive Director applicant, and Aaron Allen of Many.

There were no Additions/Deletions to the Agenda

Morgan Johnson moved to adopt the agenda with a second by Ora Rice. The motion carried.

Wendy Goad invited all to a Public Forum scheduled for February 20, 2013 at Brentwood Hospital Gymnasium beginning at 12:00 pm to 2:00 pm for the purpose of soliciting public input from community stakeholders regarding the Sate Plan funding from the Substance Abuse Prevention and Treatment (SAPT) Block Grant. (Attachment #1)

DHH Liaison Report

* Russell Semon, reported that item #A1 under New Business, Funding for Human Service District, that Njeri Camara placed on the agenda was premature. He stated it is too early to address this topic. The district budget at this time is for a half a year for about $167,000. This is the only money we have control over.
* Semon also reported that item #A2 under New Business, Report to Police Juries/Parish Commissions also placed on the agenda by Camara was also premature in regards to asking them for funding. Semon stated that if they ask for an update from the board members to stick to the “talking points” agreed and voted on by the board. He said it is certainly appropriate to report the Police Juries and Parish Commissions to update them on the board’s progress.
* Semon reported that the 3rd quarter travel reimbursement requests will be sent out January 18th by him as will the 4th quarter submissions. He reminded all board members to keep the personnel numbers to submit with future travel reimbursements.

All items under New Business were addressed in the DHH Liaison report.

Old Business

1. Fowler distributed copies of the Board Monitoring tool for the months of September-December. Morgan Johnson moved to complete the compliance tools outside of the meeting and return the completed documents at the February meeting. The motion was seconded by Margaret Lowery. The motion carried. Starting in March the appropriate monthly document will be reviewed in the board meeting as outlined in the Governance Manual.
2. Those members who had not previously signed Conflict of Interest forms did so and returned them to Fowler. Only Wanda Brock needs to complete a form.
3. The Report of State Ethics Board/Agency Head Report related to Code of Ethics-The letter to the Ethics Board from Chairman Slaughter was distributed to the board. (Attachment #2)
* Attachments # 3, Letter from Camara to the Louisiana Ethics Board dated October 31st; Attachement # 4, Letter from the Ethics Board to Camara dated December 26th; Attachment # 5, Email message from Russell Semon to NLHSD board members dated December 18th- were distributed by Semon to the Board for the purpose of putting the information into the public record and having the information posted with the minutes.
1. Report of the Executive Director Search Committee
* Fowler reported that one person withdrew from the 3 selected for the second interview which meant the next applicant in line was contacted to interview. She distributed the form with the raw scores of the 3 applicants interviewed. Semon explained that the Search Committee could not in any way rank the applicants therefore, Fowler asked the board members to tally the raw scores of each of the candidates and then divide by the number of individuals that interviewed them to come up with an average score. All board members totaled and divided identifying the individual with the highest average score. The tally sheets were turned into the chair.
* Lowery moved that the Search Committee evaluate how long the top scoring candidate had been in his various jobs. The motion died for lack of a second.
* Fowler moved to make a conditional offer of employment contingent on acceptance of the amount of salary, civil service review of the application, reference checks, drug screens, and background checks to the highest scoring applicant, Mr. Douglas Efferson. Roland Pippin seconded the motion.
* A voice vote was taken with several members not voicing a vote. Given the importance of the decision, the Chair took a roll call vote. The members voted as follows: Partain-Yes, Johnson-No, Lowery-No, Pippin-Yes, Slaughter-Yes, Rice-Yes, Fowler-Yes, Nolen-Yes, and Marshall-No. With 3 No votes and 6 Yes votes, the motion carried.
* Pippin moved with a second by Fowler to have a contingency plan in case Mr. Efferson declined or was eliminated. The bid would then move to the next highest scored candidate to make the offer. The motion carried.
1. Conditional Salary and Executive Director start date
* Fowler moved with a second by Lowery to make the start date February 4, 2013. The motion carried.
* Fowler moved with a second by Pippin to offer $115,000 in salary. The motion carried.

In closing Slaughter told Derrick Stephenson his participation in the process was appreciated.

The next meeting is scheduled for 5:30 on January 30, 2013 at the Fairfield site.

The Search Committee will meet January 22, 2013 at 3:30 at the Fairfield site to make reference checks.

The February meeting is scheduled for February 18, 2013 at 5:30 at the Fairfield site.

There being no further business the meeting was adjourned with a motion by Johnson and a second by Rice. The motion carried.

Respectfully Submitted,

Chris Nolen, Substitute Secretary