**Northwest Louisiana Human Service District (NLHSD)**

Meeting Minutes for

**Monday, April 20, 2015 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA 71107

**Call to order** Fowler called the meeting to order at 5:30 PM

**Invocation** Jones gave the invocation.

**Pledge of Allegiance** The pledge was recited by all.

**Welcome** Fowler welcomed all present.

**Roll Call Quorum Present**

|  |  |  |  |
| --- | --- | --- | --- |
| Bienville-Randy McKinney Present | Bossier-Jeanette Edmiston Present | Caddo-Njeri Camara Present | Claiborne-Christon Cupp Present |
| DeSoto-Fred Jones  Present | Natchitoches-Sandy Wiggins  Present | Red River-Wanda Brock  Present | Sabine-Marcelle Slaughter  Present |
| Webster-Ora Rice  Excused | Gov.-Deanna Fowler  Present | Gov.-Barbara Marshall  Present | Gov.-Chris Nolen  Present |
| Staff ED-D. Efferson Present |  |  |  |
| Guests- Duane Ebarb LACAN |  |  |  |

**Approval of Agenda**

**Approval of the Minutes of March 16, 2015** Edmiston moved to approve the minutes of the March 16, 2015 meeting. Brock seconded the motion. The motion carried.

**Minutes of Executive Board Meeting on ED Evaluation of April 15, 2015** The executive board meeting minutes were received as submitted.

**Guest and Public Comments** None

**Agenda Items for Discussion/Action:**

**New Business**

**1.    Executive Limitations** **– Official Executive Director Report on File with the Secretary and**

**available for public inspection.** Jones moved to accept the ED report as being in compliance. Camara seconded the motion. The motion carried.

**a. Communication and Support to the Board Page 14** The ED emphasized the second paragraph of his report regarding his conversation with Courtney Phillips’s replacement, Hugh Eley.

**b. Financial Condition & Activities Page 7** The ED stated that under questioning Kathy Kliebert said that DHH was meeting every two weeks to see that the funds identified by the GEMS report would be realized by the Senate. The GEMS dollars are the only unknown in our budget. This pertains to next year’s budget. No date has been set as to when Bayou Health will take over.

**c. Compensation & Benefits Page 13** No comments regarding ED Report on District Compensation & Benefits except clarification on change in FTE's to help meet mid-year budget cuts.

**2. Governance Process**

**a. Board Committee Principles Page 24** Brock moved to accept the principles as written with a second by Edmiston. The motion carried.

**b. Executive Session for HR Reasons to discuss ED Evaluation, Compensation, and Benefits**

***Executive Committee/Full Board* *Discuss/Determine ED’s Merit* *and Submit to HR/Civil***

***Service* Page 28-33** Jones moved to go into executive session to discuss a personnel matter. Camara seconded the motion. The motion carried.

ED Efferson was brought into the executive session to answer some questions.

Brock moved to come out of executive session. Camara seconded the motion. The motion carried. Fowler stated no action was taken in executive session.

Edmiston moved to give ED Efferson a 4% raise on October 1, 2015 contingent on the staff receiving a 4% raise. The motion was seconded by Camara. The motion carried.

**c. Board Monitoring Summary Report March 2015.** Jones moved to accept the report. Brock seconded the motion. The motion carried.

**3. Board Business**

**a.** Annual Ethics training (On-line training -- now due) Fowler stated that all must complete their training prior to the next regular board meeting as they are due on or before May 15th each year.

1. Annual Financial Disclosure Statement (Form 417, Tier 2.1 to State Board of Ethics) Fowler reminded the board of the requirement to submit the Financial Disclosure Statement.
2. Appointment of Nominating Committee (to meet before May) Marshall, Cupp, Jones, Brock and Nolen were named to the Nominating Committee. Nolen will chair the meeting. The committee must meet prior to our May meeting.
3. Review and/or amend By-Laws Jones moved that after a review of the By-Laws that no amendments are necessary. Brock seconded the motion. The motion carried.
4. Signing of Conflict of Interest forms Each of the present board members signed the form and submitted it to Chairman Fowler.

**4. Old Business**

1. **April Board Compliance Monitoring Tool Completion** Tool was completed by each board member and submitted to Chairman Fowler for analysis.

**Announcements/Acknowledgements** Duane Ebarb announced that Family Helping Families is coordinating a day at the Legislature rally to help educate them on the issues on May 29th.

**Next Proposed Meeting Date: Monday, May 18, 2015 @ 5:30 p.m.**

**Adjournment** Brock moved to adjourn and Camara seconded the motion. The motion carried. The meeting adjourned at 7:15 PM