**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, February 18, 2019**

District Office Large Conference Room, 1310 North Hearne Avenue, Shreveport LA 71107

Called to Order: By Njeri Camara at 5:40pm

Invocation: By George Sewell

Pledge of Allegiance: By George Sewell

Welcome/Special Guest/Introductions: No Special Guests present.

Roll Call: George Sewell, Njeri Camara, Gary Conlay, Ora Rice, and Matthew Linn were present. Wanda Brock listened in by phone. Marcelle Slaughter was excused. Jamie Lennard, Fletcher Carter and Reece Middleton were absent. Bienville, and Governor Appointee #2 have no board representative at this time. A quorum of 5 out of 10 present board members was confirmed by Ora Rice, Board Secretary. Doug Efferson, Executive Director, was present. Reece Middleton arrived at 5:46pm. George Sewell had to leave at 6:04pm.

Approval of Agenda: Moved by George Sewell, seconded by Matthew Linn, unanimously approved without any changes.

Approval of the Minutes for January 28, 2019: Moved by Matthew Linn, seconded by George Sewell, unanimously approved without any changes.

Guest and Public Comments: None.

Executive Limitations: Doug Efferson gave a summary of his written report on the Financial Conditions & Activities, Communication and Support to the Board, and Treatment of Providers policies. Reece Middleton moved to accept the report, seconded by Matthew Linn, and unanimously approved without any policy changes.

Governance Process: Gary Conlay led the review of the Accountability to Owners policy. Reece Middleton moved to accept the policy without any changes, seconded by Matthew Linn, and unanimously approved without any policy change.

Board Business: Njeri Camara collected the available copies of the ED Performance Comment forms and requested any outstanding forms be sent to her by email on or before March 1st so she can compile and submit a summary report to the ED Evaluation committee by March 5th. Njeri Camara appointed Reece Middleton, Ora Rice and Matthew Linn to the ED Evaluation Committee with the charge of providing a recommendation to the Board at the March meeting. The committee agreed to meet at the Broadmoor Library on March 12th at Noon. A brief discussion was held regarding efforts to solicit Stakeholder Survey responses. The January Board Monitoring Summary Report was reviewed and accepted. The February Board Compliance Monitoring Tool was completed by all present board members. The next meeting date was agreed to be on Monday, March 18th at 5:30pm.

Announcements/Acknowledgements: Doug Efferson handed out a draft summary of the District plan to retain and recruit staff certified in both mental health and addiction counseling and informed the board the Civil Service would have to review and approve the final plan before it could be put into practice.

Adjournment: Matthew Linn moved to adjourn the meeting at 6:41pm, seconded by Gary Conlay, and unanimously approved.

Minutes Prepared by Ora Rice, Board Secretary