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

Minutes of the Meeting of **Monday, August 19, 2013 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD was held on **Monday, August 19, 2013 at 5:30 pm**. The meeting was called to order by Vice Chairperson Fred Jones at 5:45 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Jennifer Partain, Njeri Camara, Margaret Lowery, Fred Jones, Roland Pippin, Wanda Brock, Ora Rice, Deanna Fowler and Chris Nolen. Absent: Morgan Johnson, Marcelle Slaughter and Barbara Marshall. District Staff: Doug Efferson, ED. DHH Liaison: Russell Semon. Members of the Public: Bobbie Thompson, Louisiana Association for Compulsive Gambling

**Additions/Deletions to the Agenda.**

**Moved by Camara, 2nd by Brock to amend the agenda** to add under New Business, 1. Executive Limitations change “a.” to “b.”; add “a. Financial Conditions and Activities”; under 3. Board Business add “b. Letter to DHH Secretary to request RA Team”. Ayes: Partain, Camara, Lowery, Jones, Pippin, Brock, Rice, Fowler and Nolen. Nays: None. **Unanimously approved.**

**Moved by Fowler, 2nd by Nolen to amend the agenda** to add the Minutes of the July 31, 2013, Board Professional Development. Ayes: Partain, Camara, Lowery, Jones, Pippin, Brock, Rice, Fowler and Nolen. Nays: None. **Unanimously approved.**

**Adoption of the Agenda**. **Moved by Nolen, 2nd by Brock to adopt the agenda as amended**. **Unanimously Approved**.

**Approval of the Minutes of July 15, 2013** – **Moved by Fowler, 2nd by Brock** to approve the Minutes of July 15, 2013. **Unanimously approved.**

**Approval of the Minutes of July 31, 2013** – **Moved by Camara, 2nd by Brock** to approve the Minutes of July 31, 2013. Unanimously approved.

Agenda Development and Posting: The board discussed open meeting requirements for posting of the agenda, changes to the agenda, and the level of detail necessary to ensure that the public was aware, informed of topics to be discussed during the posted, noticed meetings.

The Board agreed on the need to discuss a communications policy in order to ensure board member input in the agenda development. The secretary will be given one week after the meeting to get the draft minutes out to the board (4th week of month). The Executive Committee will then have one week to review the minutes and agree upon a tentative agenda (1st week of month). The Secretary will then distribute the tentative agenda to the full board for a one week review (2nd week of month). Any suggestions and/or recommendations from board members about agenda content should be submitted to the Chair by the Monday prior to the regular board meeting (2nd week of month). The Chair will then have until Wednesday of that week to notify the Secretary of final agenda content to be posted on Thursday of that week (2nd week of month).

**Guest and Public Comments:** Bobbie Thompson, LACG reported that the Louisiana Gaming Association presented the LACG with a check for $54,000 in support of their work.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. Executive Limitations
3. Financial Conditions & Activities – ED reported on the Financial Conditions and Activities of the District pointing out that Collections continued to be limited by the functionality of the Clinical Advisor software. Further indicated that he along with EDs from other districts have initiated the process of evaluating ICANotes as an alternative billing system. The ED also provided the board with the FYE 2013-2014 Expenses and Assumptions Compared to the Budget report for July, 2013.
4. Communication and Support to the Board – ED reported the media requested a comment on recent media coverage regarding treatment of some local disabled persons. The request was forwarded to the state Public Relations offices with no comment from the District. The board agreed that further discussion will be necessary on how the ED is to handle the media in the future. New Finance director hired and expected to start work September 3; and lastly, the ED provided the board with a projection for a 15% State General Fund reduction for FY14.
5. Governance Process
	1. Global ENDS Statement **– Moved by Camara, 2nd by Fowler to accept the report of the Global Ends Statement. Unanimously approved.**
	2. Ends Focus of Grants or Contracts
	3. Treatment of Consumers – ED explained the differences between the grievance policy process between OBH and OCDD required to ensure effective program and problem resolutions. He further provided Customer Satisfaction survey data and follow-up actions for BH and DD that had been reviewed by Senior Leadership Team. **Moved by Camara, 2nd by Brock/Fowler** to accept the report of the ED. Unanimously approved.
6. Board Business
	1. Report of the Readiness Assessment training provided to the Board by the Senior Leadership Team on July 31, 2013. The board thanked the ED and staff for valuable insight that was provided through the training.
	2. Letter to DHH Secretary to request Readiness Assessment – Moved by Camara, 2nd by Fowler to adopt the draft letter for submission to Secretary Kliebert. Unanimously approved.

**Old Business**

1. Readiness Assessment – Russell Semon informed the board of the status of Readiness Assessment in other districts and offered suggestions for how the board can present information to the Assessment team. In identifying board members that need to be in attendance: Officers are required, others are invited to attend. The following assignments were accepted for those attending the RA:
* Fred Jones – describe the process leading up to phase I (bylaws, governing policies, board recruitment, etc.)
* Chris Nolen – describe the orientation process for the ED, orientation process for new board members (succession plan).
* Dee Fowler – Describe how the board implement Policy Governance (ED reports on Executive Limits, review of Governance Policies, monitoring tools, etc.)
* Ora Rice – Describe the process for developing the ENDS

Announcements – The ED will send the new Travel forms to board members. The first quarterly report for July, August, September will be due at the September board meet.

**Next Meeting Date** - The next meeting date for the Board will be **Monday, September 16, 2013 @ 5:30 pm.** Unanimously approved.

**Adjournment -** Moved by Fowler, 2nd by Brock to adjourn at 7:40 p.m.

Respectfully submitted, Njeri Camara, Secretary