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

Minutes of the Meeting of **Tuesday, January 21, 2014 @ 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 **Tuesday, January 21, 2014 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:55 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Njeri Camara, Fred Jones, Wanda Brock, Ora Rice and Deanna Fowler. Absent: Marcelle Slaughter, Barbara Marshall and Chris Nolen Vacant: Bienville, Bossier, Claiborne and Natchitoches. District Staff: Doug Efferson, ED. One member of the public present, Ms. Ester Drake from Red River.

**Additions/Deletions to the Agenda.** None.

**Approval of the Agenda.** Moved **by Brock, 2nd by Camara** for approval of the agenda. **Unanimously Approved**.

**Approval of the Minutes of January 21, 2014. Moved by Nolen, 2nd by Jones** to approve the Minutes of November 18, 2013, As Amended. **Unanimously approved.**

**Guest and Public Comments:**  None

**Agenda Items for Discussion/Action:**

**New Business**

1. **Executive Limitations – Official Executive Director Report on file with secretary and available for public inspection; also available for viewing through NLHSD Dropbox**
   1. Financial Conditions and Activities – No non-appropriated funds were collected this month. YTD Expense Report provided for board review, discussion and approval. Actual expenses are currently running 21% below budget. Budget for FY 2014-2015 has not been released. No real property was acquired, encumbered, or disposed of in violation of state and federal law. Medicaid billing under new tax ID is up and running. No third-party billing yet. ICANotes purchase is pending approval.
   2. Communication and Support to the Board - No Board compliance issue to report. No board concerns received regarding ED communication methods, clarity of information presented, or communications to individual board members. All agenda items needing board approval have been submitted appropriately for such approval. District IT Domain purchasing requests have been submitted. Approval is pending. Software license request resolved by obtaining DHH approval to transfer existing licenses to our District. District Transition Plan notice was sent out December 20, 2013. Notice of move for CAS sent out December 26, 2013. New Organizational Chart went into effect 1/06/14. Transition plan is expected to be completed by February 3. State of Louisiana hiring freeze effective January 15, 2014 through June 30, 2015. Long Term Care Advisory Council meetings continue with RFP planned for release this summer.
   3. Financial Planning/Budgeting – Current fiscal year expenses are trending within budgeted expectations and are aligned with Board ENDS expectations. Funds for board training are included in the budget. FY 2014-2015 District budget was submitted to DOA in October, 2013. Submission was accepted and clarifications made but final approval is still pending. The submitted budget requests funding to maintain the current level of services and support the district as ell as funds to cover District-specific activities like an IT Domain, ICANotes, etc. Funds for board development, training and monitoring ere included in the requested budget.
   4. Prioritized Strategic Initiatives for Coming Year:
2. Completion of District Transition Team
3. Complete Phase III
4. Transition from Clinical Advisor to ICANotes for billing and Electronic Medical Records
5. Implement a District IT Domain and a District Telemedicine/ Videoconferencing system.
6. Develop and implement productive metrics focused on increasing billed services
7. Increase self-generated funds through improved billing and increased volume of billed services.
8. Evaluate achievement of the District ENDs Statement and Governance Policy.

**Moved by Fowler, 2nd by Brock** to accept the ED Report as in Compliance with the Governance Policy Manual. **Unanimously approved.**

1. **Governance Process –** The following areas were reviewed and found to be in compliance and no changes needed as noted by the following motions. .
   1. ED Performance Evaluation - **Moved by Rice, 2nd by Camara** to refer the ED performance evaluation to a committee. **Unanimously approved**. Voluntary Performance Evaluation Committee include: Njeri Camara, Wanda Brock, Dee Fowler, Fred Jones and Ora Rice: Initial PE Committee meeting scheduled for Monday, February 3, 2014.
   2. Board Monitoring Summary Report December, 2013 reviewed and discussed by Dee Fowler.
2. **Board Business** 
   1. Community Forum – the annual District community forum will be held in concert with the BH Regional Advisory Council’s annual forum. The date and time will be forwarded later. The results of the input, suggestions and recommendations by stakeholders through the community forum will be discussed during the Board Retreat currently scheduled for Saturday, March 22, 2014. The Board Training will be held on Saturday, April 12, 2014 to be facilitated by Bill Charney
   2. Board Monitoring Tool -

**Old Business**

1. Board Vacancies – Secretary will draft a letter for Chair to submit to Police Juries

**Announcements** – None

**Next Meeting Date** -The next meeting date for the Board will be **Monday, February 17 @ 5:30 pm. Unanimously approved.**

**Adjournment -** Moved by Fowler, 2nd by Brock to adjourn at 7:20 p.m.

Respectfully submitted, Njeri Camara, Secretary