**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, January 28, 2019**

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

Called to Order: By Njeri Camara at 5:39pm

Invocation: By Fletcher Carter

Pledge of Allegiance: By Marcelle Slaughter

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

Roll Call: George Sewell, Njeri Camara, Fletcher Carter, Matthew Linn and Reece Middleton were present. Wanda Brock listened in by phone. Jamie Lennard, Marcelle Slaughter and Ora Rice were excused. Natchitoches, Bienville, and Governor Appointee #2 have no board representative at this time. A quorum of 5 out of 9 present board members was confirmed by Njeri Camara, Board Chair. Doug Efferson, Executive Director, was present. George Sewell had to leave at 6:05pm. The meeting was suspended until Marcelle Slaughter arrived at 6:22pm to reconstitute a quorum and continue the meeting.

Approval of Agenda: Moved by George Sewell to amend the agenda to move “Review and Approval of 2019 Stakeholder Survey Form” to the first agenda item, seconded by Reece Middleton, unanimously approved by the board to accept the agenda as amended.

Approval of the Minutes for December 17, 2019: Moved by Reece Middleton, seconded by Fletcher Carter, unanimously approved without any changes.

Guest and Public Comments: None.

Review and Approval of 2019 Stakeholder Survey Form: The 2019 Stakeholder Survey Form drafted by clinicians and providers was reviewed and compared to the previous forms used. After a brief discussion, it was moved by George Sewell, seconded by Reece Middleton, and unanimously approved by the board to use the draft 2019 Stakeholder Survey Form as presented.

Executive Limitations: Doug Efferson gave a summary of his written report on the Financial Conditions & Activities, Communication and Support to the Board, and Status Update on NLHSD Strategic Plan policies. Reece Middleton moved to accept the report, seconded by Marcelle Slaughter, and unanimously approved without any policy changes.

Governance Process: Njeri Camara led the review of the Monitoring ED Performance policy. Fletcher Carter moved to accept the policy without any changes, seconded by Reece Middleton, and unanimously approved by the board.

Board Business: Copies of the 2018 Board Compliance Monitoring forms and the ED Performance Comment Form were handed out to each board member with instructions to complete the comment form and submit them to the Board Chair by the next board meeting. The December Board Monitoring Summary Report was reviewed and accepted. The January Board Compliance Monitoring Tool was completed by all present board members. The next meeting date was agreed to be on Monday, February 18th at 5:30pm instead.

Announcements/Acknowledgements: None.

Adjournment: Reece Middleton moved to adjourn the meeting at 6:53pm, seconded by Marcelle Slaughter, and unanimously approved.

Minutes Prepared by Njeri Camara, Board Chair