**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, June 22, 2020**

**Zoom Conference Call Number (888) 788-0099, Meeting ID: 254 060 0349**

Called to Order: By George Sewell at 5:31pm

Roll Call: George Sewell, Njeri Camara, Kristi Copeland, Fletcher Carter, Gary Conlay, Marcelle Slaughter, and Ora Rice, were present. Reece Middleton was excused. Matthew Linn and Wanda Brock were absent. Bienville and Governor Appointee #2 have no board representative at this time. A quorum of 7 out of 10 board members was confirmed by George Sewell, Board Chair. Doug Efferson, Executive Director, was present. Wanda Brock had technical difficulties calling in but was present for part of the meeting.

Welcome/Special Guest/Introductions: None.

Approval of Agenda: Moved by Fletcher Carter to accept the agenda as presented, seconded by Ora Rice, and unanimously approved with the changes.

Approval of the Minutes for May 18, 2020: Moved by Njeri Camara, seconded by Fletcher Carter to amend the minutes from “George Sewell let…” to “George Sewell led…” under Board Business, unanimously approved with the change.

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 Global Executive Constraint. An in-depth discussion was held regarding the recent increase in Covid-19 in Louisiana and the District’s continued use of flex scheduling, telemedicine, limited in-office activities and aggressive office cleaning to reduce the potential exposure of staff and clients to the virus. Given the current relaxed regulations on telemedicine, the ability to meet client needs using the current flex schedule, and the belief that returning to normal operations would provide no operational benefit but would greatly increase the potential for spreading the virus, the board expressed support for the district to continue current operations until the virus is less prevalent in our district service area. A brief discussion was held regarding the proposed funding swap of $2,995,976 from State General Funds to Interagency Transfers this fiscal year to allow the district to use CARES Act funds for Covid-19 expenses. Njeri Camara moved to accept the report, seconded by Gary Conlay, unanimously approved without any policy changes.

Board Business: George Sewell led a review of the Agenda Planning and Cost of Governance policies. Doug Efferson reminded the Board that Appendix A outlines the current agenda and that a $5,000 budget has been historically set for board training and used for seminar attendance, annual HSIC meeting attendance, and professional policy governance speakers like Susan Mogensen. Njeri Camara moved to accept the Agenda Planning policy and Appendix A without change, seconded by Gary Conlay, and unanimously approved without any policy change. Njeri Camara moved to accept the Cost of Governance policy, seconded by Marcelle Slaughter, and unanimously approved without any policy change. George thanked the majority of Board members for completing their individual Conflict of Interest Statement, Online Annual Ethics Training, and Annual financial Disclosure Statement and asked those few board members who haven’t completed them to do so as soon as possible. The board unanimously voted by cell phone ballot for George Sewell to continue as Board Chair, Reece Middleton to continue as Board Vice Chair, Fletcher Carter to continue as Board Treasurer, and Matthew Linn to continue as Board Secretary. The May Board Compliance Monitoring Summary Report was reviewed and accepted. The June Board Compliance Monitoring Tool was to be completed by email and sent to Doug Efferson for summary. The next meeting date was agreed to be on Monday, July 20th, 2020 at 5:30pm.

Announcements/Acknowledgements: Marcelle Slaughter reminded the board that this was his last official meeting as a board member and reflected on his service as a founding board member for the district. All board members and the Executive Director thanked him for his lengthy service and the tremendous difference he made by leading the formation of the District and establishing a sound, stable, and effective leadership team.

Adjournment: Njeri Camara moved to adjourn the meeting at 6:15pm, seconded by Ora Rice, and unanimously approved.

Minutes Prepared by George Sewell, Board Chair