**Northwest Louisiana Human Service District (NLHSD)**

Meeting Minutes for

**Monday, April 24, 2017 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA 71107

Meeting was called to order by Vice Chairperson Camara at 6:04 p.m.

The Invocation, the Pledge of Allegiance, and welcome were done at the meeting prior to with a 10-minute intermission between and therefore, dispensed with at this time.

Roll Call was taken. The Board had a quorum with 7 of 10 active members present**.**

|  |  |  |  |
| --- | --- | --- | --- |
| Bienville-Vacant | Bossier-George Sewell  **P** | Caddo-Njeri Camara  **P** | Claiborne-Vacant |
| DeSoto- Fletcher Carter  **P** | Natchitoches-Sandy Wiggins-Long **EX** | Red River-Wanda Brock  **P** | Sabine-Marcelle Slaughter **EX** |
| Webster-Ora Rice  **P** | Gov.-Deanna Fowler  **P** | Gov.-Reece Middleton  **P** | Gov.-Chris Nolen  **EX** |
| Staff ED-D. Efferson |  |  |  |
| Guests- **NONE** |  |  |  |

**Approval of Agenda:** Motion by George Sewell to amend the Agenda with second by Wanda Brock. Motion carried. Wanda Brock moved to change the agenda to add an e. to 4. Governance Process to reflect Recommendations from the Board Retreat for amendment of ENDS Statement in the Board Governance Policy Manual and furthermore move 3. Old Business to 4. making Governance Process 3. Ora Rice seconded. Motion carried**. Approval of the Minutes of March 20, 2017:** Wanda Brock moved with a second by Ora Rice to accept the minutes as printed. Motion was carried.

**Guest and Public Comments:** NONE

**Agenda Items for Discussion/Action:**

**New Business**

**1.    Executive Limitations -- Official Executive Director Report on File with the Secretary and**

**available for public inspection.**

Dee fowler moved to accept the ED’s Report as in compliance with the Governance

Policy Manual. Wanda Brock seconded. Motion carried.

**a.  Communication and Support to the Board Page 14**

**b. Financial Condition & Activities Page 7**

**c. Compensation & Benefits Page 13**

**2. Board Business**

**a. Annual Ethics training (On-line training -- now due):** Members encouraged to complete soon. **b. Annual Financial Disclosure Statement (Form 417, Tier 2.1 to State Board of Ethics by May**

**Meeting):** Members encouraged to complete soon.

1. **Appointment of Nominating Committee (to meet before May Meeting):** Vice Chairperson Camara requested volunteers or she would appoint. Ora Rice, Wanda Brock, George Sewell and Vice Chairperson Camara volunteered to serve on the Nominating Committee**.**
2. **Review and/or amend By-Laws:** Dee Fowler moved that the current By-Laws not be changed at this time. Fletcher Carter seconded. Motion was carried.
3. **Signing of Conflict of Interest Forms:** Members present signed the Conflict of Interest Forms.

**3. Governance Process**

**a.** Board Committee Principles was tabled due to length of today’s two meetings (Page 24).

1. **Board Monitoring Summary Report March 2017.**

Dee Fowler handed out March’s Summary Report. All areas evaluated were 5.0 which makes this a very positive report.

**c. Executive Session for HR Reasons to discuss ED Evaluation, Compensation, and Benefits**

***Executive Committee/Full Board* *Discuss/Determine ED’s Merit* *and Submit to HR/Civil***

***Service* Page 28-33** Dee Fowler moved that board go into Exec. Session with a second by Ora Rice. Motion carried.

Report of NLHSD Committee Executive Board Meeting on ED Evaluation of April 24, 2017 was presented to other members of board.

Committee, also, presented a recommendation to the Board on the HR Strategy

Board members met with ED re: 2016-2017 Performance

Dee Fowler moved that board go out of Exec. Session with second by Ora Rice. Motion carried.

1. **Reconvene Meeting with brief summary of action.**

Dee Fowler moved that board reconvene Regular Session with second by Fletcher Carter. Motion carried. Summary of action: Vice Chairperson Camara and Committee Members presented their report to other members along with recommendation of HR Strategy. Board members then met with the ED and expressed their appreciation for his favorable performance given the difficult issues that the District has had to deal with this fiscal year. Dee Fowler moved that given our State’s current financial crisis, ED Efferson be given a 4% raise on October 1, 2017 contingent on the District staff receiving a 4% raise. The motion was seconded by Reece Middleton. The motion carried

1. **Recommendations from the Board Retreat for amendment of ENDS Statement in the Board**

**Governance Policy Manual**

Dee Fowler moved to accept the recommendations made during the Board Retreat for the amendment of the ENDS Statement in the Board Governance Policy Manual with some tweaking as needed. Reece Middleton seconded. Motion carried.

**4. Old Business**

1. **April Board Compliance Monitoring Tool Completion:** Monitoring Tool handed out and later collected by Dee Fowler for analysis.

**Announcements/Acknowledgements:** NONE

**Next Proposed Meeting Date: Monday, May 15, 2017 @ 5:30 p.m.**

Dee Fowler moved for adjournment with a second by Ora Rice. Motion carried.

Respectfully Submitted,

**Deanna L. Fowler**

Deanna L. Fowler

Secretary