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

Minutes of the Meeting of **Monday, February 18, 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, February 18, 2013 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:35 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Jennifer Partain, Morgan Johnson, Njeri Camara, Margaret Lowery, Fred Jones, Marcelle Slaughter (late), Ora Rice, Deanna Fowler, Chris Nolen and Barbara Marshall. Absent: Roland Pippin and Wanda Brock. District Staff: Doug Efferson, ED. DHH Staff: Russell Semon and Wendy Goad. Members of the Public: Bobbie Thompson and Aaron Allen.

**Additions/Deletions to the Agenda.** Moved by Camara, 2nd by Fowler to amend the agenda under Old Business to add Board Talking Points and Board Member Reappointment Letter for Parish Governing Authorities. Ayes: Partain, Johnson, Camara, Lowery, Jones, Rice, Fowler, Nolen and Marshall. Nays: None.

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

Approval of the **Minutes of January 30, 2013**. Moved by Camara, 2nd by Fowler. Unanimously approved.

Approval of the **ED Orientation** **Subcommittee Minutes of February 7, 2013**. Moved by Camara, 2nd by Johnson. Unanimously approved.

**Guest and Public Comments:** No comments.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. **Moved by Camara, 2nd by Nolen** that the Official physical and mailing address of the NLHSD be changed to 2924 Knight Street, Building 3, Suite 350, Shreveport, LA 71105; and the Official meeting address is 1310 N. Hearne Avenue, Shreveport Behavioral Health Clinic, Shreveport, LA 71107**. Unanimously approved.**
3. **Moved by Nolen, 2nd by Johnson** to accept the report of the Executive Director Orientation Subcommittee. The Board Orientation Subcommittee met with the ED on February 7; Regional Managers for OBH and OCDD met to review Program Operations on February 4 and 5; and the DHH Liaison met to review DHH Administration on February 13. **Unanimously approved.**
4. **Moved by Camara, 2nd by Marshall** to accept the Board Orientation Subcommittee recommendation to develop a workgroup of the full board and staff in order to develop ENDS policy statements. Semon to send board members information on questions to be asked to derive ENDS policy statements. Board members will within their respective geographical locales have conversations and meetings with existing stakeholder groups to make an assessment of current program services, gaps in services and needs and report back at the March board meeting. The board will host a retreat (open to the public) on Saturday April 20, 2013 @ 8:00 am to finalize ENDS policy statements. **Unanimously approved.**
5. The ED made a report of his review of **Financial Conditions and Activities** of the district with written reports submitted by Regional Managers of OBH and OCDD.
6. In review of **roles and responsibilities of board members and attendance accountability** according to the bylaws discussion re-emphasized that meeting notices are to be posted 72 hours prior to the meeting, both on the physical sites of the official office and meeting place, as well as and on the State’s website. Although State law requires that the posting be 24 hours prior to the meeting, the board agreed to the 72 hour rule of posting. Regarding meeting attendance, board members should call to officially report their inability to attend to the Chair or Vice Chair. Board removal is possible for two consecutive absences (without notice) or four absences within a calendar year. Moved by Lowery, 2nd by Johnson to accept this policy. Unanimously approved.
7. In **review of the January Board Monitoring Tool**, members completed and turned in their January tools. Member Fowler has been charged to collect and codify the tools from September 2012 thru January 2013 and will complete and present a summary report to the Board.
8. **Old Business**
9. Chair Slaughter provided the Board an update on the **Agency Head Report** and response from the State Ethics Board.
10. **Completion and Review of outstanding Board Monitoring Tools** – February Board Monitoring Tool to be completed and turned in at March meeting.
11. **Board Talking Points** – Discussion was postponed until the Secretary completes a review of past minutes to determine whether action was taken to adopt board talking points.
12. **Reappointment Letter for Parish Governing Authorities** – the Secretary will work with the ED to ensure a complete matrix of when reappointments are due.

**Comments/Observations** – None

**Next Meeting Date** - The next meeting date for the Board will be **Monday, March 18, 2013 @ 5:30 pm.** Unanimously approved.

**Moved by Johnson, seconded by Fowler to adjourn at 8:05 p.m.**

Respectfully submitted, Njeri Camara, Secretary