**NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)**

**AGENDA**

**December 9, 2014**

Monjuni’s Restaurant

North 18th Street

 Monroe, LA 71201

**5:30PM**

 Meeting was called to order, a roll call was held and a quorum was determined to be met. Prayer was led by Lorraine Reed

**Board Members Present** were: Terri Spence, Kathy Waxman, Dr. E. H. Baker, Thelma Merrell, Joyce Brazzel, James Mobley, Alisa Lear, Lorraine Reed, Melba Sandifer, Mike Shipp, Lakeisha Lucas, Charlie Trimble.

**Board Members not present**: Dr Gene Tarver, Chuck Halley

**Executive Director**, Dr. Montiec Sizer, was present.

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**Agenda**: A motion was made by Mike Shipp and seconded by Lorraine Reed to adopt the agenda. Motion was adopted by unanimous vote.

**Minutes**: A motion was made by Lorraine Reed and seconded by Thelma Merrill to adopt the minutes from the October 28th meeting. Motion was adopted by unanimous vote.

**OWNERSHIP LINKAGE** - Recognition of Guests: Dr. Roy Braswell, MD for NEDHSA.

**BOARD EDUCATION/ ENDS Items for DISCUSSION** No discussion tonight. This will be discussed in more detail in future meetings

**GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS**

 **ED – ED Report** No questions tonight.

#  Financial Condition and Activities - Alisa Lear reminded board members that there have been several requests from Board members for additional information or changes in information received. We are requested to review the information we received prior to tonight's meeting to determine the types of changes we request. Dr. Sizer continues to state that he will make whatever changes we wish. Please consider changes so we may provide specifics to ED

#  Dr. Sizer reported that we have a spending freeze but no hiring freeze at the current time. Efforts are being made to decrease the budget as they had to submit a 5% contingency plan if they go further. No information has been sent to the LGE's yet. Next fiscal year will likely have significant fiscal challenges across the state.

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#  Asset Protection : Inventory has been received and all equipment has been accounted for.

 A question was raised by Melba Sandifer re: the budget being part of a multi-year plan. Dr. Sizer stated that he is waiting for a report from DHH personnel regarding the budget and the template for the strategic plan, etc. He will then be able to develop a multi-year budget plan.

 A motion was made by Melba Sandifer, and seconded by Mike Shipp, that we accept the ED report as presented. Motion passed unanimously.

BOARD

 **Nominating Committee** – Terri Spence spoke for the committee ( Dr. E. H. Baker and Charlie Trimble). Alisa is interested in staying as chair person and no one else has indicated an interest. Chuck Halley stated he is interested in being vice- chairman. He can start in January, and feels he can fulfill that obligation. (See discussion below re: missed meetings.)

 Kathy Waxman wishes to continue as treasurer and Thelma Merrill is willing to be secretary as long as Dr. Sizer's secretary, Ms. Harris, assumes responsibility for drafting the minutes to be approved by the Board.

 Discussion was held regarding Chuck Halley missing four meetings in a row (recovery from surgery) and our new policy that individuals who have missed that number of meetings will not be able to remain on the board. After much discussion, the decision was made that if Chuck is removed from the board for absences he could then be reappointed by his appointing authority. Joyce agreed that she was willing to remain as Vice Chair until Chuck's reappointment to the board can be approved if Chuck continues to express and interest in serving on the board.

 Terri Spence made a motion and Lorraine Reed seconded it that the slate to be presented in January 2015, be Alisa Lear as Chairperson, Joyce Brazzel as Vice Chair, Kathy Waxman as treasurer, and Thelma Merrill for Secretary. Motion passed unanimously.

 **Policy Limits Form** – Review Deferred to Jan 2015

 **Authority Letter updated** – Discussion was held regarding the need to update the initial authority letter that was misplaced. This letter confirms and repeats the authority invested in the ED originally. A motion was made by Kathy Waxman and seconded by Dr. E.H. Baker that this letter be submitted to replace the original letter. Motion passed unanimously.

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#  Status update on Initiatives / Strategic Plan– Alisa stated that a work group is needed to review the Initiatives and Strategic Plan and report as to any changes that might be needed. She asked Dr. E.H. Baker and Kathy Waxman to assume this responsibility and provide a report in thirty to sixty days.

 **Board Management DELEGATION** –

 **MONITORING**  - (problems/concerns) ED response to 6 month comments: Dr. Sizer will provide written response to the written statements provided to him by the board related to assessment of his performance. This will be provided prior to the January board meeting in time to allow for review by board members prior to that meeting.

 **BOARD -Quarterly Mileage** due at the January meeting.

 **We need a Committee Group to link Board Procedure to NEDHSA Grievance Policy/ Grievance procedure**. We need a bridge between NEDHSA grievance policy and board policy. We will talk to Ms. Demetrius Roberts, Dr. Sizer's HR person re: their current policy. Mike Shipp, Melba Sandifer and Thelma Merrill will assume this responsibility as part of the grievance committee responsibilities.

 **Attendance**: Will review in January and send notifications to those that are affected by policy.

 **Information Requested by Board**

 **Board Members required submissions/documentation** Discussion re financial disclosure reports that, in error, were not submitted in a timely manner. Motion was made by Joyce Brazzel and seconded by Dr. E.H. Baker that the board request an exemption from the reporting law. This would alleviate the need for the disclosure forms to be submitted by Board members on an annual basis. Rebecca Harris is the contact person regarding this issue. Alisa Lear will handle this.

 **ED response to 6 month comments**: See above information regarding written response.

 **Grant Writer**: We need someone with grant writing experience. Dr. Sizer stated we need someone with *federal* grant experience. Now we have a budget freeze and not sure how this will be viewed by State Office. Discussion was held regarding looking at hiring a grant writer that accepts a percentage of a successful grant submission, rather than hiring a full time grant writer.

 **Adjourn** A motion was made by Mike Shipp and seconded by Dr. E.H. Baker that we adjourn. Motion passed unanimously. **Next Meeting – January 13, 2014** - Ouachita Parish Health Unit – Community Room 5:30 pm.