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

 **Minutes of June 10, 2014 meeting**

OUACHITA PARISH HEALTH CENTER

1650 DESIARD St, Monroe, LA 71201

COMMUNITY MEETING ROOM

**5:30PM\***

**Meeting was called to order** by Alisa Lear, Roll call was held and a quorum was met at 5:52pm by the arrival of Charlie Trimble. Prayer was led by James Mobley.

**Recognition of Guests /Phase III Team Members**: Mr. Ken Soucier, Mr. Herman Bignair, and Ms. Gwenetta Womack. Ms Laura Nettles with Families Helping Families and her daughter Saran.

**Board Members Present:**  Dr. E.H. Baker, Dr. Gene Tarver, Lorraine C. Reed, Mike Ship, James Mobley, Melba Sandifer, Charlie Trimble, Terri Spence, Alisa Lear, Kathy Waxman

**Board Members Not Present:** Anna Toston-Edwards, Thelma Merrells, Chuck Halley, Joyce Brazzel, Lakeisha Powell, and Leslie Durham

**Executive Director** Dr. Monteic Sizer, Present

**Adopt Agenda:** A motion was made by Mike Shipp and seconded by Charlie Trimble to approve the agenda. Motion was passed unanimously.

**Adopt Minutes of May 8, 2014:**  A motion was made by James Mobley and seconded by Dr. Gene Tarver to adopt the minutes. Motion was passed unanimously.

**Public Comment:** Ms. Laura Nettles spoke about the town hall meeting in Lake Providence. She served on the panel and was very pleased with the attendance for meeting. There were approximately 180 people in attendance

**Items for Discussion**: ***Policy/Board Business***

***Executive Limitations – ED Report***

* **Financial Conditions & Activities:** Motion was made by Kathy Waxman and seconded by Lorraine Reed to accept this report as submitted by Dr. Sizer. Motion passed unanimously.

***Board Compliance Monitoring***

* **Self Evaluation**: Discussion was held re: our looking at our attendance policy and efforts to educate ourselves. Consensus was that as a board we have met the requirement for self evaluation.
* **Status Update on Strategic Plan:** We will be looking at the strategic priorities every six months to assure they remain on point and are being met. The Phase 111 committee stated during the assessment process prior to our meeting that our priorities are developed to meet our ENDS. Dr. Sizer reminded board members that the board defines expectations and as ED he and OBH are responsible for operationalizing the ENDS and priorities. Dr. Sizer will be providing the Assessment Team with a document outlining the strategic plan for the OBH. Kathy Waxman made a motion and Dr. E. H. Baker seconded the motion to accept this status update. Motion passed unanimously.
* **Agenda Planning**: Chairperson, Alisa Lear reminded everyone that we will be focusing on agenda planning for the upcoming year. Any board member, in addition to community members, can request to have an item added to the agenda for discussion. This request has to be added to the agenda in time to allow for the 72 hour deadline to post the agenda prior to meetings. As a board we need to read the Future Forward Workbook in preparation for upcoming agenda planning.
* **Cost of Governance:** Money is available to the board (amount not specified) to meet board expenses, i.e, office expenses, training/education, etc.

**Old Business:**

**By-laws: Meeting Attendance / Recommendation by Committee:** Mike Shipp provided a report and recommendation regarding our attendance policy. Prior to tonight's meeting he reviewed the policy and submitted a recommendation for review by board members in preparation for tonight's discussion.

The recommendation to the board is that two unexcused absences are grounds for removal from the board. An unexcused absence is defined as not letting a board officer know of inability to attend a meeting prior to the beginning of that meeting. Members will be able to request a change of status to the chair person. Missing four meetings in a twelve month period, (excused or unexcused) is grounds for removal from the Board. Discussion was held regarding the importance of attendance at board meetings. We have to meet a quorum to hold an official meeting and make decisions that require a vote. The quorum is based on the percentage of the number of official board members, i.e, board vacancies do not count toward the determination of the quorum.

**Simple majority- policy review:** The number of people required to start a meeting is determined by presence of a simple majority of the official number of appointed board members.

Discussion was held regarding introducing a motion to change the vote needed to change or add new By-laws by a 2/3 vote of the entire board.

Mike Shipp made a motion, seconded by Charlie Trimble that both of the above motions be considered by the board and voted on in the August meeting. We have to wait until the August meeting in order to meet the 30 day requirement for consideration of motions prior to voting as there are not 30 days between this meeting and the July meeting. Motion to consider these two recommendations passed unanimously.

The Governance Manual and By-Laws have been updated and will be emailed to everyone for everyone's review prior to our July meeting. We need to complete a signature page (at that meeting) stating that we have reviewed the Governance Manual and approve the current version. Everyone is requested to review this material prior to the meeting and be prepared to discuss the.

 **New Business:**

 **Phase III:** The Assessment Team stated that we did well with the review. There have been some suggested additions/corrections made and Dr. Sizer and the board have to respond to those recommendations in a timely manner as the Assessment Team has until August 30 to complete the review. Alisa Lear spoke for the entire board in expressing our thanks to the Assessment Team for their input and suggestions.

 **Lake Providence- Lakeisha Powell** Ms. Powell was not present to present this report.

**Adjournment:** Dr. Gene Tarver made a motion, seconded by James Mobley that we adjourn. Motion passed unanimously.

**Next meeting July 8, 2014 at 5:30 pm (Please note earlier meeting time )**