**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**AGENDA OCTOBER 8, 2013 6PM**

**OUACHITA PARISH HEALTH CENTER 1650 DESIARD ST.**

**COMMUNITY MEETING ROOM**

Call to Order and prayer by Dr Tarver: Roll Call was held and a quorum was met.

**Present** **are** Dr. E.H. Baker, Chuck Halley**,** Alisa Lear, Charlie Trimble,Joyce Brazzel, Melba Sandifer**,**  Lekeisha Powell**,** Thelma MerrellsDr. Gene Tarver, James Mobley Lorraine Reed Leslie Durham and Windy Calahan. Anna Toston-Edwardsparticipated by phone.(No voting privileges)

**Dr Sizer, ED, was present**.

**Not present**: Kathy Waxman and Leslie Durham

**Recognition of Guests** Avia Zimmer and Deloris Harris with NEDHSA. Christie Alsberry and Christopher Stone with The Extra Mile: Laura Nettles with Families Helping Families.

**Adopt Agenda**. Dr. Baker made a motion and Elisa seconded the motion to adopt the agenda. Motion passed unanimously.

**Adopt minutes of Sept 10-2013** . A motion was made by Alisa Lear and seconded by Charlie Trimble to accept the minutes with minor correction to be made, etc. (Spelling, error etc) . Motion passed unanimously.

**Public Comment**: The next meeting of the Regional Advisory Council of OBH is 12 PM, November 26th at the Families Helping Families office at 5200 North East Road in front of the airport. We are invited to come.

**Items for Discussion**:

**Financial Condition and Activities**: *With respect to the actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures.*

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriated Funds Policy (see policy below)
2. Fail to maintain integrity in expenditures of categorical funding services.
3. Acquire, encumber, or dispose of real property in violation of state and federal law.

4. Fail to aggressively pursue receivables after a reasonable grace period.

1. Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date.

After the report was made, Alisa made a motion to accept the report. That motion was seconded by Kathy and motion passed unanimously.

# Executive Limits: Financial Planning and Budgeting: *Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan. For October we will monitor, through the ED report, the Budget Report and Revenues/Expenditures,*

Accordingly, the ED shall not allow budgeting which:

* 1. Contains too little information to enable credible projection or revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
  3. Provides less for board development, training and monitoring during the year than is annually set forth by the Board and is in compliance with the Cost of Governance policy and the operational plan.

Dr. Sizer stated this should be stable as we receive a certain sum as far as legislation is concerned. He assured the board that he will monitor closely as the fiscal year progresses. Subsequent to submitting his report to the board, Dr. Sizer became aware of some funds in Lincoln that were not included in his original report. He advised the board of that information and will update his report to reflect those monies. Dr. Baker made a motion and Charles seconded the motion to accept this part of the report. Motion passed unanimously.

**Treatment of staff (EEOC, Lawsuits, Grievance Report)** *With respect to the treatment of paid and volunteer staff, the ED may not cause or allow conditions that are unfair or undignified.*

Accordingly, the ED shall not:

1. Operate without written personnel policies that clarify personnel rules for staff, provide for effective

handling of grievances, and protect against wrongful conditions such as nepotism and preferential treatment for personal reasons. Or discriminate against any staff member for expressing an ethical dissent. All policies must be in compliance with Civil Service Rules as they relate to classified and unclassified civil servants

1. Fail to acquaint staff with their rights under this policy.
2. Fail to prepare all staff to deal with emergency situations.

A motion was made by Kathy and seconded by Joyce to accept this part of the ED report. Motion passed unanimously.

**Board- Executive Director Linkage Global Board- Executive Linkage** *The board’s sole official connection to the operation of the Authority, its achievements, and conduct will be through an Executive Director.*

**Unity of Control** *Only decisions of the board acting as a body are binding on the Executive Director.*

1. Decisions or instructions of individual board members, officers, or committees are not binding on the ED except in rare instances when the board has specifically authorized such exercise of authority.

*2.* In the case of board members or committees requesting information or assistance without board authorization, the ED can refuse such requests that require, in the ED’s opinion, a material amount of staff time or funds, or are disruptive.

**Accountability of the ED** *The ED is the board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the ED.*

1. The board will never give instructions to persons who report directly or indirectly to the ED.
2. The board will refrain from evaluating, either formally or informally, any staff other than the ED.
3. The board will view ED performance as identical to organizational performance, so that organizational accomplishment of board-stated Ends and avoidance of board-prescribed means will be viewed as successful ED performance
4. **Delegation to the ED** *The board will instruct the ED through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of these policies.* Accordingly: The board will *contribute to, approve of, and oversee the process, development, and implementation of a strategic/ operational plan that is used to instruct* the ED to achieve certain results, for certain recipients, at a specified cost within the guidelines of the MOU and

the Authority’s resources. *The plan* will be developed systematically from the broadest, most general level to more defined levels, and, will be *consistent with the ENDS policies*.

1. The board will develop policies that limit the latitude the ED may exercise in choosing organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called *Executive Limits.*
2. As long as the ED uses *any reasonable interpretation* of the board’s ENDS and Executive Limits, the ED is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

The board may change its ENDS and Executive Limits, thereby shifting the boundary between the board and ED domains. By doing so, the board changes the latitude of choice given to the ED. But as long as any particular delegation is in place, the board will respect and support the ED’s choices

Motion was made by Dr. Baker and seconded by Alisa to accept this part of the ED report. Motion carried unanimously.

**Old Business**

**Forum** : Dr. Tarver stated that since Leslie is not available to give report he will get in touch with her quickly re: status of forum planning.

**Status of surveys**: Dr. Tarver expressed concern regarding the poor return from the surveys mailed out. Dr. Sizer advised that several different groups of stakeholders were contacted to assure community input into the survey’s. Those contacted include but are not limited to agencies and provider agencies, contract agency consumers, etc. Had summarized the information he received on the survey and provided us that information in his last ED report. There is no update to make re: the trends as no additional surveys were received.

Joyce Brazel stated she had taken the surveys to the police jury and they will discuss the survey at the meeting as well as addressing making another appointment. Joyce is the advocate from Lincoln and another board member is needed. Preferably we need to recommend someone who is licensed and is a working professional in the field.

**Phase II Work-plan Review/ Preparation for Assessment/ Select date for assessment**

Alisa provided a report for that committee. They have three ENDS they are recommending to the board for consideration. She stated the survey responses were utilized in their committee meeting to develop the ENDS being recommended. Dr Sizer (who participated on that committee ) stated that we will be able to quantify our actions meeting the ENDS statements. Mr. Semon reminded us that as we consider these in light of policy and reports from Dr. Sizer we may want to revise them. We will be matching the reports and compliance with police and achievement of the ends. .

The Phase two readiness assessment will be placed in drop box prior to Phase two. Alisa made a motion to adopt ENDS as written with customer changed to consumer. She will bring a copy of the ENDS statement to our next meeting. Charles seconded the motion and the motion was passed unanimously.

Preparation for assessment: what other preparations do we need to make. Mr. Semon reminded every one of the drop box folder. Any documentation that is not currently in that folder has to be there within three weeks of the assessment date. This will allow the team to access the material and have it read prior to the actual assessment date drop box.

We need to send a letter requesting that the Phase 11 assessment be held. Dr. Tarver will compose that letter and submit it to Ms. Cathy Clebar with DHH requesting the assessment.

Need a motion that we cc our minutes to the police juries and OCOG. They will be sent to the secretary treasurer of the police juries. Kathy made that motion and Lekeisha seconded the motion. Motion was passed by unanimous vote.

**Establishing a date for Phase11:**  November 12 at our next regularly scheduled meeting was suggested as the date for our assessment. We would have the assessment meeting and then conduct our regular board meeting immediately following the assessment. The assessment will be scheduled for 2:30 in the afternoon. Dr. Baker made a motion to set that date and time and Charles seconded the motion. Motion was carried unanimously.

**New Business:**  No new business was discussed.

**Adjournment:**

A motion was made by Chuck to adjourn and was seconded by Charles. Motion passed with unanimous vote. Next Regular Meeting November 12, 2013 **immediately following the Phase 11 assessment which begins at 2:30 pm.**

**Attention to everyone.** This meeting is being held in the middle of the day, subsequent to the assessment. We do not have to have a quorum for the Assessment meeting but we must have a quorum for the meeting. The board officers have to be present for the Phase 11 assessment so I assume that Dr. Tarver, Charles Trimble, Anna Toston-Edwards and I will definitely be there for the assessment and obviously stay for the meeting.

It is important that we know who will be available for the meeting after the assessment if you are not coming to the assessment meeting. Please advise me ASAP as to your plans to attend either or both. This will give Dr. Tarver time to know if we have to change the time of the regular meeting back to the evening in order to meet a quorum. This will be an important meeting as we will be discussing the results of the assessment. I am sending this out early as I know some of us have to make arrangements around our work schedule for an afternoon meeting. Please Email me at your earliest convenience. Thanks Melba