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

Meeting Minutes for

**Monday, March 20, 2017 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral

Health Clinic – Shreveport, LA

Meeting was called to order by Chairperson Nolen at 5:54 p.m.

Chairperson Nolen offered the Invocation.

The Pledge of Allegiance led by Dee Fowler.

Chairperson Nolen welcomed Guest, ED, and members—new and old. Introduction was made of new Board member as a Governor’s Appointee--Reese Middleton who has worked years in the field of Addictive Disorders, helped establish Help-Line and Substance Abuse Line, and CORE. He has been a frequent guest to our Board meetings over the past several years.

Roll Call was taken. The Board had a quorum with 9 of 10 active members present.

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| Bienville-**Vacant** | Bossier-George Sewell  **P** | Caddo-Njeri Camara  **P** | Claiborne-**Vacant** |
| DeSoto-Fletcher Carter  **P** | Natchitoches-Sandy Wiggins-Long **P** | Red River-Wanda Brock  **Ex** | Sabine-Marcelle Slaughter **P** |
| Webster-Ora Rice  **P** | Gov.-Deanna Fowler  **P** | Gov.-Reese Middleton  **P** | Gov.-Chris Nolen  **P** |
| Staff ED-D. Efferson **P** |  |  |  |
| Guests- Duane Ebarb, LaCAN **P** |  |  |  |

**Approval of Agenda:** Sandy Wiggins-Long moved with a second by Fletcher Carter to accept the agenda without any modifications. Motion was carried.

**Approval of the February 20, 2017 Minutes:** Sandy Wiggins-Long moved with a second by Marcelle Slaughter to accept the minutes with the following modification in the welcome and introduction of George Sewell--rather than “helped establish Help Line and Substance Abuse Line,” correction should read “worked on Help Line and Substance Abuse Line.” 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.**

Marcelle Slaughter moved to accept the ED’s Report as in compliance with the Governance

Policy Manual. Njeri Camara seconded. Motion carried.

**a. Financial Condition & Activities Page 7 b. Communication and Support to the Board Page 14**

**2. Governance Process**

1. **Board Monitoring Summary Report of February 2017**

Dee Fowler handed out February’s Summary Report. All areas evaluated were between 4.5 to 5.0 which makes this a very positive report.

**3. Board Business**

1. **Member’s Term Wishes Sent to Parishes (if applicable):** Name of Parishes: Bienville, Claiborne, and Natchitoches. Training discussed for new members to be held in the Fall.
2. **Retreat Planning:** Date: Monday, April 24, 2017 at 2: 30 (see discussion below on next meeting) with Regular Monthly meeting to follow near to 5:30. Facilitator will be Ora Rice.

Packets will be sent out by April 17, 2017. Dee Fowler to accept this date and time with a second by Fletcher Carter. Motion carried.

1. **Executive Session:** Session held for HR Reasons related to Personnel issues.

Dee Fowler moved that board go into Exec. Session with a second by Njeri Camara. Motion carried.

Written and Oral Comments Compiled on ED Performance from each board member in compliance with Pages 28-33 of the Governance Policy Manual

Dee Fowler moved that board go out of Exec. Session with second by Fletcher Carter. Motion carried**.**

**Summary Comments from Executive Session:** No action taken.

1. **Appointment of committee to make recommendations on ED Performance Evaluation.**

Members Appointed: Chair will be Chris Nolen with Ora Rice and Dee Fowler serving as additional committee members.

**4. Old Business**

1. **March Board Compliance Monitoring Tool Completion.**

Handed out by Fowler. Comments were made by Chairperson Nolen as to the importance of this form especially at this time of year when the Board does the ED Performance Evaluation.

**Announcements/Acknowledgements:** Board members were reminded that they needed at least 2 written responses from each board member’s area.

**Next Proposed Meeting:** Date was discussed to meet on Monday, April 17, 2017 but it is the Monday after Easter and our Chairperson will be out of town to help during her daughter’s recovery from hip surgery or to meet on April 24, 2017. Time was also discussed since it is the evening of our Retreat as well—2:30 vs. 3:00 p.m. Njeri Camara moved that the meeting be held on April 24th at 2:30 p.m. with a second by Fletcher Carter. Motion was carried.

**Next Retreat and Regular Meeting: Monday, April 24th at 2:30 p.m. for both events this date.**

Njeri Camara moved for adjournment with a second by Marcelle Slaughter. Motion carried.

Respectfully Submitted,

**Deanna L. Fowler**

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Secretary