**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**December 16, 2024**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA

Called to Order: Called to Order by Crystal Rabo at 5:39pm.

Invocation and Pledge of Allegiance: Invocation and Pledge led by Doug Efferson.

Roll Call: Crystal Rabo, Michelle Douglas Hartley, Karisma Jones, Sara Ebarb, Trudie Abner and Kristie Copeland were present. Yolanda Clark and D. McCoy were excused. David Hoey was absent. Claiborne, Natchitoches, and Governor Appointee #1 have no board representative at this time. A quorum of 6 out of 9 board members confirmed by Karisma Jones. Doug Efferson, Executive Director was present.

Approval of Agenda: Moved by Trudie Abner to accept the agenda, seconded by Kristie Copeland, and unanimously approved.

Approval of the Minutes for November 18, 2024: Moved by Karisma Jones to accept the minutes as presented, seconded by Trudie Abner, and unanimously approved.

Guest and Public Comments: None

Executive Limitations: Doug Efferson gave a summary of his written report on Financial Conditions & Activities, Communication and Support to the Board, and Asset Protection. Of note was the hardware/software upgrades taking place to help in meeting recent changes to the Open Meetings law, specifically, the accommodation of board members and the public who have disabilities which limit their ability to attend in person. Also noted was the fact the all District assets are properly accounted for and there were no inappropriate activities to report. Trudie Abner moved to except the Executive Director Report as presented, seconded by Kristie Copeland, and unanimously approved.

Board Business: Kristie Copeland moved to go into executive session to discuss personnel matters, seconded by Trudie Abner, and unanimously approved. After a brief interim, Kristie Copeland moved to come out of executive session, seconded by Michelle Douglas Hartley, and unanimously approved. Trudie Abner made a motion to remove David Hoey from the Board due to his inability to meet the attendance requirements outlined in the Board by-laws. This motion was seconded by Sara Ebarb and unanimously approved. Crystal Rabo requested the Board consider changing the voting section of the by-laws to reflect current practices. Specifically, she requested the language be changed to:

Voting: All elections shall be determined by simple majority vote and no member shall be entitled to vote by proxy. At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, any board member may request a vote by ballot instead of by voice. When ballots are used, there shall not appear any place on such ballot that might tend to indicate the person who cast such ballot.

Kristie Copeland moved to change the voting section of the by-laws as presented, seconded by Trudie Abner, and unanimously approved. Crystal Rabo then requested nominations from the floor for Board Secretary since David Hoey, the current Board Secretary, was no longer on the Board. After a brief discussion, Kristie Copeland nominated Karisma Jones to be Board Secretary, seconded by Trudie Abner, and unanimously approved. Crystal Rabo then requested nominations from the floor for Board Treasurer since Karisma Jones, the current Board Treasurer, could no longer serve in this capacity once approved as Board Secretary. Karisma Jones nominated Michelle Douglas Hartley to be Board Treasurer, seconded by Sara Ebarb, and unanimously approved. The November Board Compliance Monitoring Summary Report was reviewed and accepted. The December Board Compliance Monitoring Tool was completed and given to Doug Efferson for summary. Due to the Martin Luther King (MLK) holiday being on the January regularly scheduled meeting date, Michele Douglas Hartley moved to have the next meeting on Tuesday, January 21st, 2025 at 5:30pm, seconded by Kristie Copeland, and unanimously approved.

Announcements/Acknowledgements: None.

Adjournment: Trudie Abner moved to adjourn the meeting at 6:31pm, seconded by Sara Ebarb, and unanimously approved.

Minutes Prepared by Karisma Jones, Board Secretary