**Northwest Louisiana Human Service District (NLHSD) – Region 7**

Minutes of the Meeting of **Monday, December 17, 2012 @ 5:30 p.m.**

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The meeting of the Board of Directors of the NLHSD was held on **Monday, December 17, 2012 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:30 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Morgan Johnson, Njeri Camara, Margaret Lowery, Fred Jones, Wanda Brock, Marcelle Slaughter, Deanna Fowler and Barbara Marshall. Absent: Jennifer Partain, Roland Pippin, Ora Rice, and Chris Nolen DHH Staff: Russell Semon, Sharon Doyle and Wendy Goad. Members of the Public: Bobbie Thompson, Reece Middleton and Aaron Long.

**Additions/Deletions to the Agenda.** Moved by Lowery, 2nd by Johnson to amend the agenda to add travel to the agenda. Ayes: Lowery, Johnson, Jones, Fowler and Marshall. Nays: None. Abstain: Camara and Brock. Motion failed

**Adoption of the Agenda**. Moved by Fowler, 2nd by Brock. Unanimously Approved.

**Guest and Public Comments:** None.

Approval of the **Subcommittee Minutes of August 20, 2012**. Moved by Lowery 2nd by Johnson. Unanimously approved.

Approval of the **Subcommittee Minutes of September 7, 2012**. Moved by Lowery, 2nd by Johnson. Unanimously approved.

Approval of the **Subcommittee Minutes of September 20, 2012**. Moved by Lowery, 2nd by Johnson. Unanimously approved.

Approval of the **Subcommittee Minutes of October 5, 2012.** Moved by Lowery, 2nd by Johnson. Unanimously approved

**Approval of the Board Minutes of the Meeting of November 23, 2012.** Moved by Johnson, 2nd by Camara. Unanimously approved.

**Agenda Items for Discussion/Action:**

1. **Sept, Oct, Nov and Dec Policy Items (Board Compliance Tool)**. Moved by Camara, 2nd by Lowery to adopt the tool modified by Board Member Fowler. Comments by Camara thanking Fowler for the energy and effort in crafting monitoring tools suitable for measuring outcomes that are more applicable to quality improvement in the District. Unanimously approved.
2. **Review of 2013 Budget for Office of Behavioral Health –** RM Goad presented the OBH report on Mid-Year Budget Reductions. Complete loss of ECSS funding; 2 positions and a portion of 12 beds lost in AD Tanf; and Other Charges was cut a total of $181,000 for current FY equating to a six month cut. Moved by Camara, 2nd by Brock to accept the report of the OBH. Unanimously approved.
3. **Review of 2013 Budget for Office for Citizens with Developmental Disabilities** – RM Doyle presented the OCDD report indicating cuts were in the Family Flexible Fund. A total of 182 waivers allotted, 125 slots filled and 54 slots currently vacant. The reminder found to be 650% above poverty level and lose eligibility. One position was lost. Moved by Camara, 2nd by Johnson to accept the report of OCDD. Unanimously approved.

In response to the October Policy Monitoring regarding Treatment of Staff (Lawsuits/EEOC/ Grievances) both Offices reported the same: No violations of personnel policies; No grievances filed since July 2011; No evidence of preferential treatment with agency; Civil Service rules are being complied with; No evidence of discrimination since July 2011; and Yes staff are prepared to deal with emergency situations.

1. **Agency Head Report related to Code of Ethics R.S. 1121 A(2)** – Chair Slaughter reported the letter was sent to the Ethics Board on Monday, November 29. Member Camara reported clarifying information on the matter in the special call meeting of the Board on November 7, 2012, it was reported the Advisory opinions are not issued after the fact, but that in fact the matter of a board member applying for the Executive Director position was on the State Ethics Board Agenda for Friday, December 21, 2012. It is highly recommended that all board members at the very minimum take the one-hour on-line ethics training prior to the December 31, 2012.
2. **Report of the Executive Director Search Committee and Interviews.** – Member Lowery reported to date six interviews have been conducted; four individuals had been contacted several times with no response. The Committee presented the raw scaled scores of which the board was given opportunity to check the scores. Moved by Fowler, 2nd by Camara that the raw scores be divided by the number of interviewers to give a final composite score for each interviewee. Unanimously approved.

Moved by Johnson, 2nd by Fowler that the board consider the top three ranked scores for final interviews. Unanimously approved.

Moved by Fowler, 2nd Lowery that the Board authorize the Committee to interview the top three candidates, to include the pending candidate scheduled for 7 pm.

Alternate motion offered by Johnson, 2nd by Brock to the Board authorize the Committee to interview the top three candidates, considering the pending candidate scheduled for 7 pm, and to authorize the Committee to send letters to those that were not selected for the final cut. Unanimously approved.

In response to a budget/funding query from Member Camara regarding impact of mid-year cuts to the HSD Budget, Russell Semon reported that money is included in the budget under the Office of the Secretary for the HSD. The initial budget was $278,000, cut down to $231,000, and final reduction down to a current budget of $168,000.

**Comments/Observations** – None

**Next Meeting Date** - Moved by Johnson, 2nd by Lowery that the next interview date for the three final candidates be Wednesday January 9, 2013, beginning at 2:00 p.m. and the Board Meeting will be **Wednesday, January 9, 2013 @ 6:00 p.m**. Unanimously approved.

**Moved by Johnson, seconded by Camara to adjourn at 7:00 p.m.**

Respectfully submitted, Njeri Camara, Secretary