**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**December 18, 2023**

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

Called to Order: Called to Order by Trudie Abner at 5:45pm.

Invocation and Pledge of Allegiance: Invocation and Pledge led by David Hoey.

Roll Call: David Hoey, Karisma Jones, Sara Ebarb and Trudie Abner were present. Crystal Rabo and Kristie Copeland were excused. D. McCoy was absent. Bossier, Claiborne, DeSoto, Natchitoches, and Governor Appointee #1 have no board representative at this time. A quorum of 4 out of 7 board members confirmed by David Hoey. Doug Efferson, Executive Director was present.

Approval of Agenda: Moved by Karisma Jones to approve the agenda as presented, seconded by David Hoey, and unanimously approved.

Approval of the Minutes for November 20, 2023: Moved by David Hoey to accept the minutes as presented, seconded by Karisma Jones, and unanimously approved.

Guest and Public Comments: Sara Ebarb was welcomed as a new Board Member and all present gave a summary of their background as an introduction.

Executive Limitations: Doug Efferson gave a summary of his written report on Financial Conditions & Activities, Communication and Support to the Board, and Asset Protection. A brief discussion was held regarding the leadership change at CADA and how the district has been assured that it will not affect our current contracts with them. Doug Efferson informed the Board that the district reported to Timothy White, Director Division of Safety/Security & Administrative Services, concerns regarding the SBHC HVAC system. Since installation, repairs to one of the three zone has been consistent and expensive over the past four and a half years and, since it is a state-owned asset, they had to be informed. Sara Ebarb moved to except the Executive Director report as presented, seconded by Karisma Jones, and unanimously approved.

Board Business: Trudie Abner requested nominations for Treasurer from the floor. Karisma Jones was nominated. Sara Ebarb moved for Karisma Jones to be Treasurer, seconded by Trudie Abner, and unanimously approved. A brief discussion was held regarding changing the regular Board meetings from the third Monday of each month to the third Tuesday of each month but all agreed Mondays work best so no motion was made. 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. Karisma Jones moved to shift the January meeting to Tuesday, January 16th so as not to meet on Martin Luther King Day, seconded by David Hoey, and unanimously approved.

Announcements/Acknowledgements: David Hoey was congratulated for being recognized as Caddo Parish Middle School Teacher of the Year.

Adjournment: Karisma Jones moved to adjourn the meeting at 6:34pm, seconded by David Hoey, and unanimously approved.

Minutes Prepared by David Hoey, Board Secretary