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

Minutes of the Meeting of **Monday, June 17, 2013 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD was held on **Monday, June 17, 2013 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:53 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

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

**Additions/Deletions to the Agenda.**

**Moved by Nolen, 2nd by Lowery** to amend the agenda to add items “4. June Policy Manual; and 5. Education & Training under New Business. **Unanimously approved.**

**Moved by Camara, 2nd by Brock** to amend the agenda to add items “1. Logo; and 2. Self-Evaluation under Old Business. **Unanimously approved.**

**Moved by Lowery, 2nd by Brock** to add items “6. Board Resolution for ED Authority; and 7. Readiness Assessment under New Business. **Unanimously approved.**

**Adoption of the Agenda**. **Moved by Nolen, 2nd by Brock to adopt the agenda**, as amended. Unanimously Approved.

**Approval of the Minutes of May 20, 2013** – **Moved by Camara, 2nd by Brock** to postpone adoption of the Minutes of May 20, 2013, until the July meeting. It was noted that all minutes should be posted on the state boards and commissions’ website within 7 days after adoption.

**Guest and Public Comments:** ED Doug Efferson introduced the new NLHSD Human Resources Director, Michelle Impson. Ms. Impson provided a brief history of her background and experience within DHH.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. Executive Limitations
3. Communication and Support to the Board – ED Reported NLHSD Agency # is 377. **Moved by Brock, 2nd by Camara t**o accept the ED Report. Unanimously approved.
4. Governance Process
   1. Agenda Planning – **Moved by Fowler, 2nd by Pippin** for no changes to the agenda planning except for two educational trainings to be added to the board calendar. Unanimously approved.
   2. Cost of Governance – **Moved by Fowler, 2nd by Camara** to accept review of the Cost of Governance.
5. Board Business
   1. Vote for Board Officers – **Moved by Lowery, 2nd by Brock** to adopt the report of the Nominating Committee and to Elect the following as Officers for July, 2013 – June, 2014: Chairperson – Marcelle Slaughter; Vice Chairperson – Fred Jones; Secretary – Njeri Camara; and Treasurer – Barbara Marshall. Unanimously approved.
6. June Policy Manual – The policy review questions were distributed to the board for review, completion and turn in for compilation.
7. Education and Training – Fowler distributed a listing of required trainings on board education that she has completed. Suggested that board members review their personal records and individualized board education and trainings and submit the listing of dates. **Moved by Fowler, 2nd by Camara** that the Board establish its training schedule to be at least twice a year; one training in the Fall (October) and one in the Spring (April). Unanimously approved.
8. Board Resolution – The ED reported that it was necessary for the board to pass a resolution granting appointing authority to the Executive Director to transact business on behalf of the District.

**It was duly moved by Dee Fowler and Seconded by Njeri Camara** that the following resolution be adopted:

“The Board of the Northwest Louisiana Human Services District has employed an Executive Director who shall oversee the operations of the District and who shall be responsible for the administration and management of all aspects of the District.

Be it resolved that effective June 17th, 2013, Douglas P. Efferson, Executive Director, is hereby vested with the authority to employ, appoint, remove, assign and promote such personnel as is necessary for the efficient administration of the District, its programs, and the performance of its powers, duties, functions, and responsibilities, including but not limited to the authority to effect disciplinary actions in accordance with Civil Service laws, rules and regulations, as such, the Board of Directors of the Northwest Louisiana Human Services District does hereby delegate appointing authority for the District to Douglas P. Efferson, Executive Director.” **Unanimously approved**.

1. Readiness Assessment – In discussion of the time period to complete Phase II of the RA, Semon reported that DHH has moved up the expectation of when the board will begin the Phase III process; therefore the board needs to look at an August date to request DHH to send the team for assessment of Phase II.

**Moved by Fowler, 2nd by Camara** to appoint a Readiness Assessment Strategic Workplan subcommittee to review Objectives 4, 5 and 6 and present a recommendation to the board at the July 15, 2013 meeting. Unanimously approved. Workplan Subcommittee members are Dee Fowler, Njeri Camara, Fred Jones and Barbara Marshall. The committee will meet on Monday, July 1, 2013 @ 6:30 pm in the Executive Offices at 2924 Knight Street, Bldg. 3, Ste 350, 2nd Flr.

**Old Business**

1. Logo – ED distributed the results of the final variations, members were required to mark their 1, 2 and 3 choices and turn it back in.
2. Board Self–Evaluation – The board thanked Fowler for the dedicated effort required in reviewing all the monitoring tools and suggested a committee to help finalize the tool. **Moved by Fowler, seconded by Brock** that the board appoint a Self-Evaluation Subcommittee to finalize the monitoring tools and make a recommendation to the board at the July 15 meeting. Unanimously approved. Subcommittee members are Dee Fowler, Roland Pippin and Wanda Brock. The Self-Evaluation Subcommittee will meet on Monday, July 8, 2013 @ 6:30 pm in Red River. Fowler will send definitive meeting location information to the secretary for posting.

**Comments/Observations** – None

**Next Meeting Date** - The next meeting date for the Board will be **Monday, July 15, 2013 @ 5:30 pm.** Unanimously approved.

**Adjournment -** Moved by Brock, seconded by Nolen to adjourn at 7:45 p.m.

Respectfully submitted, Njeri Camara, Secretary