**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, May 18, 2020**

**Zoom Conference Call Number (888) 788-0099, Meeting ID: 254 060 0349**

Called to Order: By George Sewell at 5:30pm

Roll Call: George Sewell, Njeri Camara, Kristi Copeland, Fletcher Carter, Gary Conlay, Wanda Brock, Marcelle Slaughter, Ora Rice, Matthew Linn and Reece Middleton were present. Bienville and Governor Appointee #2 have no board representative at this time. A quorum of 10 out of 10 present board members was confirmed by George Sewell, Board Chair. Doug Efferson, Executive Director, was present.

Welcome/Special Guest/Introductions: None.

Approval of Agenda: Moved by Ora Rice to accept the agenda with the invocation and pledge deleted, seconded by Njeri Camara, and unanimously approved with the changes.

Approval of the Minutes for April 20, 2020: Moved by Njeri Camara, seconded by Kristi Copeland, and unanimously approved without any changes.

Guest and Public Comments: None.

Executive Limitations: Doug Efferson gave a summary of his written report on the Financial Conditions & Activities, Communication and Support to the Board, and Emergency Executive Director Succession. It was noted that the District’s Covid-19 response has continued through May with the possibility of normal operations not continuing until the first of June. A brief discussion was held regarding the potential for budget reductions for next fiscal year due to the budget shortfall caused by the Covid-19 response. Also discussed was the Medical Director vacancy being an unclassified position and that the position may be filled internally without being posted. Doug Efferson recommended Gloria Lott, Finance Director and Michele Impson, Human Resource Director, as the two individuals for Board consideration in the ED Succession Plan. Wanda Brock moved to accept the report, seconded by Ora Rice, unanimously approved without any policy changes.

Board Business: George Sewell led a review of the Board Member’s Code of Conduct policy. Reece Middleton moved to accept the policy without change, seconded by Wanda Brock, and unanimously approved. George reminded the Board members of the need to complete their individual Conflict of Interest Statements, Online Annual Ethics Training, and Annual financial Disclosure Statement before the next Board meeting. Njeri presented the Nominating Committee Report with recommendations for George Sewell to continue as Board Chair, Reece Middleton to continue as Board Vice Chair, Fletcher Carter to continue as Board Treasurer, and Matthew Linn to continue as Board Secretary. The April Board Compliance Monitoring Summary Report was reviewed and accepted. The May Board Compliance Monitoring Tool was to be completed by email and sent to Doug Efferson for summary. The next meeting date was agreed to be on Monday, June 15th, 2020 at 5:30pm.

Announcements/Acknowledgements: None.

Adjournment: George Sewell moved to adjourn the meeting at 6:05pm, seconded by Marcelle Slaughter, and unanimously approved.

Minutes Prepared by Matthew Linn, Board Secretary