**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**May 19, 2025**

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

Called to Order: Called to Order by Crystal Rabo at 5:32pm.

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

Roll Call: Crystal Rabo, Michelle Douglas Hartley, Chris Davis, Yolanda Clark, Steven Clanton, Sara Ebarb, and Trudie Abner were present. Debra Baggett-Woodard and Kristie Copeland was excused. Webster, and Governor Appointee #1 have no board representative at this time. A quorum of 8 out of 10 board members confirmed by Karisma Jones. Doug Efferson, Executive Director, was present.

Approval of Agenda: Moved by Steven Clanton to accept the agenda as presented, seconded by Trudie Abner, and unanimously approved.

Approval of the Minutes for April 21, 2025: Moved by Steven Clanton to accept the minutes as presented, seconded by Michelle Douglas Hartley, 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 Emergency Executive Director Succession policies. Of note was the new effort by LDH to improve knowledge and use of the Louisiana Crisis Hub by contracting with Carelon to hire statewide Provider Relationship Account Managers focused on developing and maintaining positive relationships with the community, communicating administrative and programmatic changes, and facilitating education and the resolution of provider and stakeholder issues. Doug Efferson reported to the board on the rollout of Outreach, a statewide standardized integrated Threat Assessment Tool and Central Reporting Mechanism software tool. The Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)/Louisiana Center for Safe Schools (LCSS) chose DeSoto Parish as one of the first parishes to implement the software. Also, the Board was informed about the May 8th Louisiana House of Representatives Health and Welfare Committee meeting where HB599 was substantially changed to include new language which keeps our District under LDH and includes reporting requirements similar to the existing Annual Management and Program Analysis Report (AMPAR) we submit each year. Doug Efferson informed the board about the Annual Employee Appreciation event where employees were recognized for their years of service with a luncheon and celebratory activities. Doug Efferson reviewed the current District Executive Director Succession Plan and recommended that the Board consider Gloria Lott, our Finance Director, and Michele Impson, our Human Resource Director, for interim leadership if needed. Trudie Abner moved to accept the Executive Director Report as presented, seconded by Steven Clanton, and unanimously approved.

Board Business: Crystal Rabo led a discussion on the Board Members’ Code of Conduct and Conflict of Interest Policy. Michelle Douglas Hartley moved to accept the policy without any changes, seconded by Chris Davis, and unanimously approved. Crystal Rabo appointed Karisma Jones as Officer Nominating Committee Chair with Chris Davis and Steven Clanton as committee members. A short discussion was held regarding the timely completion of Conflict of Interest Statements, Ethics Training, and Tier 2.1 Financial Disclosures. The April Board Compliance Monitoring Summary Report was reviewed and accepted. The May Board Compliance Monitoring Tool was completed and given to Doug Efferson for summary. The next meeting date/time was agreed to be Monday, June 16, 2025 at 5:30pm.

Announcements/Acknowledgements: None.

Adjournment: Sara Ebarb moved to adjourn the meeting at 6:33pm, seconded by Yolanda Clark, and unanimously approved.

Minutes Prepared by Karisma Jones, Board Secretary