**Northwest Louisiana Human Services District (NLHSD)**

Minutes of theStrategic Work Plan Subcommittee

Meeting of Monday July 1, 2013 @ 6:30 p. m.

NLHSD Executive Offices: 2924 Knight Street; Bldg 3, Suite 350; 2nd Floor – Shreveport, LA

The Strategic Work Plan Subcommittee meeting of the Board of Directors of the NLHSD was held on Monday July 1, 2013 @ 6:30 p.m. The meeting was called to order by Dee Fowler @6:45 p.m.

**Attendance:** Fred Jones, Njeri Camara, Barbara Marshall, and Dee Fowler. District staff present: Douglas Efferson, Executive Director

Members of the Public: Bobbye Thompson of the Assoc. on Compulsive Gambling

This ad hoc committee of the NLHSD Board gathered to reviewthe board’s strategic workplan to ensure documentation compliance for completed objectives, develop a plan for achieving Objectives 4, 5 and 6 of the work plan, and prepare a recommendation to present to the Board at its meeting of July 15, 2013.

Utilizing the LGE Board Work Plan (Phase II), the committee reviewed the current documentation ofObjectives 1, 2, & 3. Each Objective was updated with actions taken since April 2013. Recommendation for these objectives included adding to the July 15, 2013 regular meeting agenda any past training items that were not included on the initial list compiled for June 18, 2013. Board members will be requested to email items prior to the meeting to Njeri Camara. Also to be added to the agenda will be a tentative training calendar for the current fiscal year that will be expanded as new training events are made known throughout the year. Also the results from the subcommittee developing the modifications to the Board Compliance Tool will be added to the work plan.

Objective 4 which deals with owner involvement was completed during the Board retreat on April 20, 2013, plus the adopted Governance Process: Accountability to Owners Policy done on May 20, 2013 was referenced.

Objective 5 focuses on additional training of the board “defining” the District. We were able to find documentation of 3 times that the OBH/OCDD staff had spoken to the Board and given handouts. A handout was also given out at our retreat that showed a detailed list of district services. Question here is whether the Board would like further education by OBH/OCDD staff. A four hour block of time has been set aside for July 31st if it is the pleasure of the board. Again the retreat also demonstrated our soliciting participations of our owners in development of our strategic plan and identifying our ENDS. The biggest deficit identified was our review of critical documents. Our recommendation is to put these documents in the Dropbox for everyone’s availability to review by July 31st. Once a member has reviewed, they will send an email to Dee Fowler. Copies of the emails will serve as documentation of our compliance. We further recommend a mock assessment that lasts no less than 2 hours.

Objective 6 pertains to the board participating in the development of the District strategic plan which again occurred at our retreat on April 20, 2013 with the adoption of our strategic plan on May 20, 2013.

Attached Documents include current LGE Board Work Plan (Phase II), FY 2013-14 Training Calendar, List of Documents to Be Reviewed.

Respectfully submitted,

Deanna L. Fowler

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