Northeast Delta Human Services Authority

Governing Board Meeting May 14, 2013

Office of Public Health, Community Room

**Meeting was called to order by Chair** – Dr. Gene Tarver at 6:10 pm. Prayer was conducted by James Mobley.

**Roll Call** was held and a quorum was met. Person’s present were: Kathy Waxman**,** Dr. E. H. Baker**,** Melba Sandifer**,** Anna Toston –Edwards, Lakeisha Powell**,** Alisa Lear**,** Charlie Trimble**,** Jerrilene Washington, James Mobley , Wendy Callahan, Lorraine Reed and Dr. Gene Tarver

**Not present**: , Terri Spence, Joyce Brazzel, Chuck Halley,, Thelma Merrells, and Leslie Durham**.** All were excused absences.

**Introduction of Dr. Sizer and recognition of guests: Dr Sizer**  was selected as the Executive Director and will officially begin May 20th. Dr. Sizer thanked the board for selecting him; acknowledged the guests present and expressed his looking forward to working with them and the board. **Guests** introduced themselves to Dr. Sizer and provided information regarding their respective positions. Those guests were: Mark DeBord, OBH; Jennifer Purvis, OCDD; Alisha Banks, Families Helping Families; Michelle Conti, OCDD; James Powell, OCDD; Joy Tigner, OBH.

Dr. Sizer will meet with Mr. DeBord tomorrow to discuss available office space.

**Approval of Agenda:** . A motion was made by Alisa Lear to adopt the agenda. The motion was seconded by Charlie Trimble and passed with a unanimous vote.

**Approval of Meeting Minutes:** Kathy Waxman made a motion to adopt the minutes and James Mobley seconded that motion. Motion was passed with a unanimous vote.

**Facilitator comments:** Mr. Semon echoed the congratulations to the board for a successful ED selection process and welcomed Dr. Sizer. Other comments he has will be made to the agenda items.

**Organizational transition:** There was much discussion regarding the upcoming organizational transition. Both board members and guests participated in questions related to the process of the transition from DHH oversight to oversight by the board through Dr. Sizer. Mr. Semon explained the transitional check list and the orientation process and agreed to provide the check lists to the agency personnel who are present tonight.

There was brief discussion regarding the switch from current practice to a revised business model with the advent of Magellan and the HSA and new ED. Agency directors expressed their commitment to the process and to cooperating with Dr. Sizer in completing an orientation to educate him about their agencies, their clients and services offered. Some of the agencies are in the midst of being assessed for accreditation through CARP. This is a new experience for them and will take place in the near future. Discussion was held regarding the different agencies’ need for orientation as to expectations for their actions so that they “do not hold up progress in this transition, but more importantly, not affect services” to clients This will be discussed at length between the agency heads, DHH personnel, Mr. Semon and Dr. Sizer. Mr. Semon named Terra LeBlanc and Lauren Goodsight are DHH personnel who may be helpful to the agency personnel in discussing these issues . Mr. Semon indicated that the board will have to determine which board members will coordinate with Dr. Sizer to determine the scope completed to present time

We have a target date of August (the latest) to be assessed for compliance with Phase II. When Phase II is completed we will begin “shadow year” with DHH. The expectation is that immediately upon completion of Phase II we will begin Phase III. Mr. Semon is working on redrafting the phase III assessment to make it more competency based, both in terms of the ED and the board’s ability to govern effectively and agencies’ ability to continue to provide competency based services in addition to operating under a business model that is a significant departure from procedures and expectations prior to Magellan. Hopefully we will be able to complete Phase III in less than a year.

**AD HOC Committee** to work on the Phase II assessment. Dr. Tarver appointed Alisa Lear, Kathy Waxman, Dr. E. H. Baker, and Jerrilene Washington. Phase One was to establish by-laws and have governance policy and structure in place. Requirement in Phase II is to identify policies and make sure they speak to authority of District. The task of the committee is to prepare or develop a plan for board to follow to achieve a successful assessment of Phase II. They do not have to re-do the plan in place, just walk through it and see if we have documentation that we have accomplished the tasks outlined. If not, how to make changes to pass the Phase II assessment. Dr. Sizer can be included in the committee meetings along with Dr. Tarver .

**Financial Disclosure** We have to have our individual financial disclosure statements submitted by May, 15th 2013, which is tomorrow.

**Mileage Forms** : Dr Tarver has not received the mileage forms from the majority of board members. They are due to Dr. Tarver at the June meeting as they must be approved by him and submitted prior to the end of this fiscal year. He will submit to Mr. Semon for review and with his approval, will submit them to Brittany Vigal.

**New Business:** Subsequent to a recommendation by Dr. Tarver, a motion was made by Dr. E.H. Baker and seconded by James Mobley to send a “Thank You” from the board to Mr. James Moore who provided a hotel room for Dr. Sizer.

Dr. Tarver stated that as Board Chair he plans to notify Ouachita Parish’s OCOG of Dr. Sizer’s appointment. In addition he plans to schedule a meeting with the News Star editorial board and the TV morning shows to introduce Dr. Sizer to the region.

We are now in position to conduct a second community forum to further educate the public about the Authority and to introduce Dr. Sizer personally to the attendees. He is proposing a target date of September for that forum.

**Old Business** Question re: filing status of Ethics statements. Are they only required the one time or are they an annual requirement. Ethics statements are required annually.

**Citizens Participation:** Jennifer Purvis inquired as to citizen participation in the Phase II committee process. All meetings will be posted and any interested citizen is invited (welcomed) to attend.

A motion was made by Charles Trimble and seconded by Alisa Leer to adjourn the meeting. Motion was carried by unanimous vote. Our next meeting is scheduled for June 11, 2013.