**Minutes April 12, 2016**

**Ouachita Parish Health Unit – Community Room**

**1650 DeSiard Street, Monroe, LA 71202**

**5:30PM**

**Call to Order**Meeting called to order and a quorum was met. Prayer led by Thelma Merrells.

**Adopt Agenda***:* AMotion was made by Thelma Merrells and seconded by Lorraine Reed to approve /accept the Agenda. Motion passed unanimously.

**Adopt Minutes of March 8:**AMotion was made by Kathy Waxman and seconded by Lorraine Reed to approve/accept the March Minutes with corrections added. Motion passed unanimously.

**Board Members present:**

Dr. E. H. Baker, Thelma Merrells, Lorraine Reed, Melba Sandifer and Alisa Lear.

**Absent Board Members:** Mike Shipp, Terri Spence (discussion participation via telephone)

**Ownership Linkage-Recognition of Guests**: Laura Nettles - Families Helping Families, Chalsea Little and Ronald Dowles – MAGC.

**Northeast Delta HSA staff members**: Dr. Monteic Sizer, Delores Harris, Avius Carroll Zimmerman, Carlton Holmes, Kenneth Lambert, Martha Phillips and Jennifer Purvis.

**BOARD EDUCATION/ ENDS Items for DISCUSSION-**

**Upcoming Events/Community Action:** Families Helping Families/Louisiana Department of Education Spring Educational Conference will be held Friday, April 22, 201, Monroe Civic Center Conference Hall, 8:30am - 4:00 pm.

**GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS –**

**ED – Report Submitted 03/02/16 -** A Motion was made by Kathy Waxman and seconded by Thelma Merrells to accept the ED report as submitted and at any time the board may ask questions. Motion was passed unanimously.

*With respect to actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in ENDS policies)* has not been exceeded.

**Financial Planning and Budgeting -**

*Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.* Motion was made by Dr. E. H. Baker and seconded by Lorraine Reed to accept report. Motion was passed unanimously.

Avius Carroll - Zimmerman discussed the monitoring of program contracts, to ensure all contractors have documentation to support their deliverables and provision of services according to their contract. This is currently done by Kenneth Lambert.

Jennifer Purvis reported that a labor law change requires that caregivers who were exempt from overtime pay ae now eligible. This will further decrease funds available. Also, she is working with others to look at gaps in services to clients having dual diagnosis. Jennifer reported Louisiana Workforce Development has expressed an interest in ways to improve the quality of the education curriculum for direct support staff in primary care and special care for DD clients.

Carlton Holmes briefly went over the Fiscal Report copy supplied to the board.

**Financial Condition and Activities** –

*With respect to actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from board priorities established in ENDS policies.*  Motion made by Dr. E. H. Baker and seconded by Lorraine Reed to accept this goal as met this month. Motion passed unanimously

**Discussion regarding proposed closures of Mental Health Clinics:**

Martha Phillips reported that Northeast Delta Human Services Authority did close the Bastrop Clinic. Five clients were referred to Monroe Behavioral Health Clinic and they did not show for their appointment. Thursday, April 14, 2016 representatives of Northeast Delta Human Services Authority will be looking to relocate and re-open the Bastrop Clinic near the old location, on South Franklin. Bastrop Clinic has lost several employees one due to retirement and another employee finding a job closer to her place of residence in Arkansas. Also one employee will be out on FMLA for at least 6 weeks. The Winnsboro Clinic will stay open and operate as NEDHSA Clinic.

**BOARD –**

Board Compliance Monitoring Tools and the review and update Governance Manual – Proposed updates will be provided to the Board in May for June voting

Comments on ED performance from Board Members are due to the Board Chair tis week. ED Evaluation will be completed in May.

Board Committees - *Principles Board committees, when used, will be assigned so as to*

*Reinforce the wholeness of the board’s job and so as never to interfere with delegation*

*From the board to ED. P24 of the Governance Manual.* Board agreed to accept as

Written in the Governance Manual. Motion was made by Kathy Waxman and seconded by

Alisa Lear to accept with no changes. Motion passed unanimously

**BOARD MANAGEMENT**

**Board Development/ Parish Outreach/ Board Members Terms & Appointments** – Alisa Lear reported Lekeisha Powell has agreed to serve another term and the Lake Providence Policy Jury will re appoint her at their next meeting. Her absences were due to the fact that her previous term had ended.

Yvonne Lewis has agreed to serve as a representative from Madison parish and Madison Police Jury will appoint her at their next meeting.

Ouachita Parish continues to have two remaining vacancies. Laura Nettles has expressed a willingness to serve on the Board. Ouachita Council of Governments has agreed to review this appointment. We await a reply.

**Travel Forms from Board Members are due MONTHLY**

Motion was made by Dr. E. H. Baker and seconded by Lorraine Reed to adjourn. Motion was passed unanimously

**Adjourn –** *Next Meeting –* ***May 10, 2016 -*** *Ouachita Parish Health Unit – Community Room, 5:30PM*

 Agenda Planning, June 3, 2016 @ Ouachita Parish Health Unit in

 2nd floor conference room, 10am -1pm.