**Minutes December 8, 2015**

**Ouachita Parish Health Unit – Community Room**

**1650 Desiard Street, Monroe, LA 71202**

**5:30PM**

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

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

**Adopt Minutes of November 17:**AMotion was made by Kathy Waxman and seconded by Melba Sandifer to accept November Minutes to approve /accept the Minutes. Motion was passed unanimously.

**Board Members present:**

Thelma Merrells, Lorraine Reed, Mike Shipp, Melba Sandifer, Kathy Waxman and Alisa Lear.

**Absent Board Members:** Dr. E. H. Baker, Lekeisha Powell and Terri Spence.

**Board Member resigned:** Lenard Chuck Halley resigned effective immediately due to health issues.

**Ownership Linkage-Recognition of Guests**: Laura Nettles - Families Helping Families.

**Northeast Delta HSA staff members**: Dr. Monteic Sizer, Delores Harris, Carlton Holmes, Demetrius Morgan Roberts, Rita Merrells and Avius Zimmerman.

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

**Upcoming Events/Community Action:** Dr. Sizer reported that Families Helping Families held there Christmas party on Friday, December 4, 2015 at their facility and it was a nice gathering attended by NEDHSA employees and other dignitaries. They also enjoyed the guitar playing in the background. Avius Zimmerman reported that we are community based programs rather than school based programs. Coalition services are being provided by LA Tech in Lincoln and Parish to reduce the factors of underage drinking, drugs, alcohol and other illegal substances and a coalition in Union Parish being operated by LACAP. West Carroll PIP was awarded a grant from DHH for $20,000.00 to provide gambling prevention in schools in West Carroll parish.

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

**ED – Report Submitted 12/01/15 -** A Motion was made by Melba Sandifer and seconded by Mike Shipp to accept the ED report as submitted. 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. Motion was passed unanimously

**Financial Condition and Activities** – Carlton Holmes presented a monthly updated financial condition of NEDHSA as of November 30, 2015. A Motion was made by Melba Sandifer and seconded by Mike Shipp to accept report as submitted. Motion was passed unanimously.

Dr. Sizer mentioned that the Lincoln Parish Police Jury appropriates a small amount of money yearly that is to be specifically used for services and expenditures ‎for persons residing in Lincoln Parish. Dr. Sizer said a former Ruston Clinic Manager established the account several years ago and prior to his hiring. He went on to say the account was established when DHH ran the day-to-day operations of what is known as region 8.

Dr. Sizer mentioned that the Directors of Finance and Corporate Compliance are developing comprehensive and detailed NEDHSA policies and procedures relative to this account. ‎NEDHSA’s Executive Management Team are reviewing the recommended policies and procedures before they are submitted to the Executive Director for final NEDHSA adoption. The Board will receive copies.

Dr. Sizer said, due to impending budget cuts and NEDHSA's self-generated funding targets, the Board may want to consider asking each Parish to contribute funds to help with service provision in the region. He went on to say that NEDHSA is treating the Lincoln Parish funding model as a pilot program, therefore, NEDHSA is taking extra precautions to ensure it's done right.

**Asset Protection** – Copy of audit documents were submitted by Dr. Sizer to board member via email to show that the audit of the facilities were all passed until next year.

**Treatment of Staff** – The Board was updated that there was no new grievances pending per Demetrius Morgan Roberts. Pending are two complaints from 2014-2015 are still waiting on a response but complaint is not settled yet due to a backlog in Houston EEOC office.

All NEDHSA policies and procedures were followed and none of the allegations were found to be true following formal reviews. Detailed documentation was sent by the NEDHSA Human Resources Director to the EEOC   The allegations came as these former staff were being reprimanded for repeated NEDHSA policy and procedure violations.

**Communication & Support to Board** – **Billing Procedures** – Rita Merrells gave a presentation on percentage of Claims Submitted, Denials and Payments due to NEDHSA for the period of July1, 2015 to October 31, 2015. And also they were supplied a list of health care providers that the agency network with for claims.

**BOARD –**

**2016 Meetings** – Handouts given to board members for 2016 board meetings/ agenda prep meetings

**Nominations for Slate of Officers** – Kathy Waxman was nominated to present to board at next meeting

**Policy Limits Form initialized by ED –**

**Status Update on Strategic Initiatives –** Tabled until January 12. 2016

**ED 6(Six) Month Performance comments – Due on January 12, 2016**

A Motion was made by Kathy Waxman and seconded by Thelma Merrells to accept the form submitted by Mike Shipp. Motion was passed unanimously.

**Holiday Schedule – Chairperson gave** Handouts to each board member.

**Board Management -**

**Board Development/ Parish Outreach – On going**

**MONITORING -**

Travel Forms for 2015-2016 due MONTHLY

***Information Requested by Board –*** Waiting replies for new appointees and Renewal of current Appointments

**Adjourn –** *Next Meeting –* ***January 12, 2016 -*** *Ouachita Parish Health Unit – Community Room, 5:30PM*