NORTHEAST DELTA HUMAN SERVICES AUTHORITY

GOVERNING BOARD MEETING

DECEMBER 11, 2012 6PM

OUACHITA PARISH HEALTH UNIT 1650 DESIARD ST.

COMMUNITY MEETING ROOM

1. Meeting was called to order by Chair-Dr. Gene Tarver at 6:06 pm.

Roll Call Present: Kathy Waxman**,** Gene Tarver,Melba Sandifer**,** Anna Toston-Edwards**,** Lekeisha Powell, Teri Spence**,** Joyce Brazzel**,** Windy Calahan**,** James Mobley**,** Alisa Lear**,** Chuck Halley**,** Charlie Trimble,Lorraine Reed and Charlie Reed.

Absent: Thelma Merrells**,**

1. Prayer was given by Dr. Tarver
2. Recognition of Guests: Mr. Mark DeBord and Ms. Jennifer Purvis
3. Welcome New Members: Dr. E. H. Baker was present. His appointment will be effective 1-1-2013. Dr. Baker introduced himself to the Board, providing a brief history of his experience and education.
4. Adoption of Agenda: A motion was made by Melba Sandifer to adopt the agenda and seconded by James Mobley. Approved unanimously.
5. Adoption of minutes of November 13, 2012: Discussion was held regarding need to make a minor correction in the minutes. Under item 7 of page two the word “prices” was changed to “process”. The motion to accept this change was made by James Mobley and seconded by Terri Spence. Approved unanimously.
6. Facilitator’s Report / Comments: Mr. Seaman had no comments at this time, pending the discussion related to the selection process to be discussed later in the agenda.
7. Election of Secretary: There had been discussion regarding electing a secretary at tonight’s meeting due to the absence and resignation of Dr. Norris whose term expires 12-31-2012. The by-laws require a nominating committee be appointed for the annual meeting in January, 2013 to nominate any officers whose terms have expired. A nominating committee was appointed and those members are: Wendy Callahan, Cathy Waxman and James Mobley. They will provide a report and recommendations to the Board at our January meeting.
8. Status of Board Membership and Terms/OGOG meeting. Dr. Tarver attended the meeting o OCOG on November 26th and advised the members Dr. Norris had submitted a letter of resignation effective December 31, 2012, and recommended Dr. E.H. Baker to succeed her. After some discussion Dr. Baker was appointed to serve on the NDHSA. Also, OCOG approved three year terms for Dr. Tarver and Mrs. Toston-Edwards, a two year term for Mrs. Merrells, and a one year term for Dr. Baker. Minutes from the OCOG meeting were provided to Melba Sandifer, who was filling in for Dr. Norris tonight. A decision will be made at a later date as to who will serve a one year and three year term for Mrs. Reed and Mr. Halley (Morehouse Parish).
9. Amendment to By-Laws/Art. X/ requiring 2/3 vote of members at meeting (w/quorum present), not by simple majority as stated. 17 members are a full complement of the board members. 2/3 of this number is 12; therefore we need 12 members present for a quorum. The decision was made that this had previously been discussed and there was no need to look at it again tonight.
10. Review Attendance Spreadsheet/Discuss attendance issues. A discussion was held regarding the bylaws for attendance. Currently we do not have a letter of resignation from the Tensas representative. Dr. Tarver will contact Ms. Schauf and determine her current status. In addition he will send a letter effective Jan 1st, 2013 to all members reinforcing the attendance rules as outlined in the Manual. If one is not able to attend, then a call to either the chair or another officer is expected to discuss the reason for missing the meeting.

Dr. Norris has completed an attendance spreadsheet for 2012 and every one was encouraged to review it for accuracy in claiming mileage. 2011 meetings need to be added to the list as there were several members who attended meetings in 2011.

1. Executive Director/Committee update/Selection process. The ED committee provided a report regarding their recommended time line for the ED selection process.
2. Interview questions will be finalized by 1-8-2013 and provided to the Board for review and approval.
3. The job description will be posted to be effective from Jan 1-31, 2013. Mr. Semon indicated that he would be responsible for having the job announcement posted for the 1st as he is familiar with that process. Dr. Tarver will be the contact person listed on that application.
4. When resumes are received by Dr. Tarver, they will be forwarded to the ED Selection committee for review and completion of a matrix for the Board to review. This review will take place by the committee on 2-8-13 and a final matrix copy will be furnished to the board by 2-12-13. The board will make the selection of the final candidates to be interviewed from the review of that matrix. A discussion was held regarding the importance of anonymity in looking at the applicant’s resumes, assuring the lack of bias in the initial interview selection process.
5. Interviews are tentatively scheduled for 2-26-2013. Discussion was held regarding the fluidity of the process at this point as we may need to make decisions at that time regarding additional interviews and the time line for background checks and reference checks for the final candidates.
6. If interviews are held at one session and are completed in a timely manner, hopefully a decision can be made at the 3-12 board meeting regarding the election of the new E. D. A new time line will be developed after the 2-26 interviews, if necessary.

A motion was made by Kathy Waxman to adopt the time line recommended by the committee and that motion was seconded by Alisa Lear.

1. Funding: Additional discussion was held regarding the issue of funding. Questions arose regarding when funding would be available to the Board. Mr. Semen stated that effective 1-1-13; funds will flow to the Authority. Money has been set aside for giving to the District and hiring the E.D, in addition to funding travel for board members. There is a travel advance form that needs to be completed and Dr. Tarver will send to everyone. Mr. DeBord stated that he has sent the budget information for Region 8. The total for FY 2011-2-12 is $13, 568, 368. That did not include OCDD which has a budget of $732,000.
2. Old Business: No discussion
3. New Business: No discussion
4. Member Comments: None
5. Citizen Participation: Mr. DeBord announced a Regional Administrator Counsel meeting on 2-8. Someone from our board would be welcome to come and talk about the board. There will be another opportunity in March with the Addictive Disorders Public Forum

Next Meeting: January 8, 2013

A motion was made by James Mobley to adjourn and was seconded by Alisa Lear. Motion was approved unanimously. Meeting Adjourned

Next Meeting / January 8, 2013

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