**NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)**

**Minutes for April 08, 2014**

OUACHITA PARISH HEALTH CENTER

1650 DESIARD ST.

Monroe, LA 71201

COMMUNITY MEETING ROOM

 Call to Order by Alisa Lear Roll Call was held and a Quorum was met.

**Members Present:** Charlie Trimble**,** Terri Spence,Thelma Merrells,James Mobley,Joyce Brazzell,Dr.Gene Tarver,Alisa Lear, Kathy Waxman**,** Dr. E.H Baker,Leslie Durham,Lakeisha Powell,Mike Shipp, Melba Sandifer

**ED, Dr. Monteic Sizer**, present

**Members Not Present:**  Chuck Halley, Anna Toston-Edwards

**Recognition of Guests:** Demetrius Roberts NEDHSA, H R, Jean Hartzog, NEDHSA Prevention, Laura Nettles FHF

**Adopt Agenda:** Motion was made by Leslie Durham and seconded by Dr. Tarver to accept the agenda. Vote was held and motion passed by unanimous decision.

**Adopt Minutes of March 11, 2014** Motion made by Charlie Trimble and seconded by James Mobley to adopt minutes. Vote was held and motion passed by unanimous decision.

*Statement to the Public – Board will enter Executive Session at approximately 6:30PM to discuss the ED evaluation process. No other Board business will be conducted afterwards.*

**Items for Discussion**:

 ***Policy/Board Business***

1. **Change Meeting Time to ensure completion by 7PM**: We have to be out of this meeting room by 7PM. Discussion was held regarding moving meeting time forward or having meetings on Ferrand. Chairperson, Alisa Lear, will follow up with Dr. Jones regarding possibility of our staying later. This will be placed on the May agenda

***Executive Limitations***

1. **Financial Conditions & Activities – Budget Report:** The budget has not come as of this date, therefore discussion will be held next month.

2. **Compensation & Benefits - % Default Merit Report** Discussion was held regarding possibility of pay raise for staff. Dr. Sizer reported he believes there is strong possibility of raises for staff based on legislative activity thus far and urged board members to lobby legislators for approval of raise. Leslie Durham requested a statement from Dr. Sizer for board members, providing information regarding what to say to legislators.

Motion to approve complete ED report by Dr. Tarver and seconded by Dr. Baker. Motion passed unanimously.

**Board Compliance:** Discussion was held regarding board member responsibilities. Members were reminded of material that has previously been provided to them regarding our various responsibilities.

**Old Business**

**1. Strategic Means 2014-2015** – Approve & Sign by ED. This has been approved and is ready for signature of ED.

2. **Treatment of Providers –** NEW Policy - This policy was distributed 3/14 for review by members prior to tonight’s meeting. Joyce Brazzell made a motion and it was seconded by Dr. Tarver that we accept this policy as written. Motion was passed with unanimous vote.

3. **Bylaws – Change to simple majority suggested.** This discussion was tabled to the next meeting in order to meet the thirty day review mandated for changes to the By-Laws.

4. **Attendance:** Discussion was held regarding issues related to individuals not attending meetings on consistent basis.. We need to look at excused vs non excused absences and discuss a policy regarding continued board membership if a member becomes ill and will be out for several months. Dr. Tarver will look at the By-Laws and provide a report at the next meeting regarding absenteeism and board’s responsibility to address that issue. .

4. **Conflict of Interest signed**: These forms have been signed

5. **Reappointment Letters** have been received as needed.

**New Business**

1. **Board Orientation checklist** / Board Buddy. Dr. Tarver presented a resolution that included the concept of a board buddy to assist new board members. Alisha Lear agreed to be the board buddy for new member, Mike Shipp. Dr. Tarver made a motion, seconded by Joyce Brazzell that we adopt the resolution as written. Motion passed unanimously.

2. **Future Focused Agendas workbooks** –Brief discussion re: workbooks and their importance to us as board members going into and beyond Phase 111.

3. **Phase III readiness**: Moved to agenda for next meeting.

Dr. Tarver made a motion, seconded by Leslie Durham to go into executive session.

**4. ED Evaluation – Executive Session**

Discussion was held regarding performance evaluation for Dr. Sizer and information needed in order to make decision regarding raise. We are to forward to Alisa our completed performance evaluation forms.

Dr. Tarver made a motion, seconded by Terri Spence to go out of executive session and return to regular meeting agenda. Motion carried by unanimous vote.

**Regular Session:**  We are to forward our evaluations to Alisa Lear who will collate the material and send to board. At our next meeting, we will go back into executive session to discuss issue of merit raise. Alisa will contact state office regarding where the money for an ED raise “comes from” and will it affect services. Is there a limit to the amount we can give?

Dr. Tarver made motion seconded by Melba Sandifer that we adjourn.

Next Meeting - **May 13, 2014**

Adjournment