**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**AGENDA OCTOBER 8, 2013 6PM**

**OUACHITA PARISH HEALTH CENTER 1650 DESIARD ST.**

**COMMUNITY MEETING ROOM**

Call to Order / Roll Call / Quorum / Prayer

Recognition of Guests

Adopt Agenda / Adopt Minutes of September 10, 2013

Public Comment:

**Items for Discussion**:

**Financial Condition and Activities**: *With respect to the 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.*

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriated Funds Policy (see policy below)
2. Fail to maintain integrity in expenditures of categorical funding services.
3. Acquire, encumber, or dispose of real property in violation of state and federal law.

4. Fail to aggressively pursue receivables after a reasonable grace period.

1. Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date.

# Executive Limits: 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. For October we will monitor, through the ED report, the Budget Report and Revenues/Expenditures,*

Accordingly, the ED shall not allow budgeting which:

* 1. Contains too little information to enable credible projection or revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
  2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

3. Provides less for board development, training and monitoring during the year than is annually set forth by the Board and is in compliance with the Cost of Governance policy and the operational plan.

**Treatment of staff (EEOC, Lawsuits, Grievance Report)** *With respect to the treatment of paid and volunteer staff, the ED may not cause or allow conditions that are unfair or undignified.*

Accordingly, the ED shall not:

1. Operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and preferential treatment for personal reasons. All Discriminate against any staff member for expressing an ethical dissent. All policies must be in compliance with Civil Service Rules as they relate to classified and unclassified civil servants
2. Fail to acquaint staff with their rights under this policy.
3. Fail to prepare all staff to deal with emergency situations.

**Board- Executive Director Linkage Global Board- Executive Linkage** *The board’s sole official connection to the operation of the Authority, its achievements, and conduct will be through an Executive Director.*

**Unity of Control** *Only decisions of the board acting as a body are binding on the Executive Director.*

1. Decisions or instructions of individual board members, officers, or committees are not binding on the ED except in rare instances when the board has specifically authorized such exercise of authority.

*2.* In the case of board members or committees requesting information or assistance without board authorization, the ED can refuse such requests that require, in the ED’s opinion, a material amount of staff time or funds, or are disruptive.

**Accountability of the ED** *The ED is the board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the ED.*

1. The board will never give instructions to persons who report directly or indirectly to the ED.
2. The board will refrain from evaluating, either formally or informally, any staff other than the ED.
3. The board will view ED performance as identical to organizational performance, so that organizational accomplishment of board-stated Ends and avoidance of board-proscribed means will be viewed as successful ED performance
4. **Delegation to the ED** *The board will instruct the ED through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of these policies.* Accordingly: The board will *contribute to, approve of, and oversee the process, development, and implementation of a strategic/ operational plan that is used to instruct* the ED to achieve certain results, for certain recipients, at a specified cost within the guidelines of the MOU and

the Authority’s resources. *The plan* will be developed systematically from the broadest, most general level to more defined levels, and, will be *consistent with the ENDS policies*.

1. The board will develop policies that limit the latitude the ED may exercise in choosing organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called *Executive Limits.*
2. As long as the ED uses *any reasonable interpretation* of the board’s ENDS and Executive Limits, the ED is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

The board may change its ENDS and Executive Limits, thereby shifting the boundary between the board and ED domains. By doing so, the board changes the latitude of choice given to the ED. But as long as any particular delegation is in place, the board will respect and support the ED’s choices

**Old Business**

Forum

Status of surveys

Phase II Work-plan Review/ Preparation for Assessment/ Select date for assessment

**New Business**

Next Regular Meeting November 12, 2013

Adjournment