

Northwest Louisiana Human Services District (NLHSD)
Minutes of the Executive Director's Evaluation Subcommittee
Meeting held on Thursday, February 13, 2014 @ 5:30 p. m.
Location: Red River Behavioral Health Clinic, 1313 Ringgold Avenue – Coushatta, LA

The Executive Director's Evaluation Subcommittee meeting of the Board of Directors of the NLHSD was held on Monday, February 13, 2014 @ 5:30 p.m. The meeting was called to order by Dee Fowler @ 5:50 p.m.

Attendance: Wanda Brock, Fred Jones, and Dee Fowler with Njeri Camara via phone conference
Absent: Ora Rice
Members of the Public: NONE
District staff present: NONE

This ad hoc committee of the NLHSD Board gathered to review the Board's Executive Director's (ED) Evaluation process and prepare recommendations to present to the Board at its meeting on February 17, 2014.

Utilizing the Board Governance Policy Manual sections on Monitoring ED Performance and January section of the Agendas Sorted by Month specific to the ED Evaluation, List of other Districts' ED's Salary Bonuses, Credentials and years in position with table containing ED's current salary and potential salary adjustment by percentage (%) (Attached), and comments from HR about staff pay increases, the subcommittee discussed amount of increase if any, achievements, and further things needed to complete the assessment.

Some of the accomplishments discussed are as follows: Involvement in successfully completing Board Assessments of Phase I and Phase II; Improvement of reporting to the Board on Financial Condition and Activities and Communication with and Support to the Board; Consolidation of Admin in one building and Services in another; Hiring of the HR Finance Officers; Has sought improvement in getting better documentation for financial reimbursement by seeking I CAN Notes; and has been involved in Community Outreach with his participation on the Managed Long Term Care Committee.

Recommendations follow:

- a.) Salary Adjustment
 - 1.) 4%
 - 2.) Flat \$5000 (4.347%)
- b.) Possible Implementation of Adjustment
 - 1.) Increase after completion of Eval full amount selected
 - 2.) Increase ½ after completing Eval and ½ in Oct when staff gets possible merit raises
 - 3.) Increase in October when staff gets possible merit raises
- c.) Items Needed
 - 1.) Each Board Members will need copies of their monitoring tools
 - 2.) Copies of List of other Districts' ED's Salary Bonuses, Credentials and years in position with table containing ED's current salary and potential salary adjustment by percentage (%) (Attached)
 - 3.) Report on surplus in budget to accommodate salary adjustment from HR/Finance Officer
 - 4.) Report on Civil Service Comments om Unclassified Employee Merit or Bonus

Respectfully submitted,

Deanna L. Fowler

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