**Northwest Louisiana Human Service District (NLHSD)**

**Meeting Minutes for**

**Tuesday, January 20, 2015 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA

**Call to order:** Chairperson Fowler called the meeting to order at 5:40 pm

**Invocation:** Njeri Camara gave the invocation

**Pledge of Allegiance:** The pledge was recited by all

**Welcome:** Chairperson Fowler welcomed all to the meeting.

**Roll Call :** Quorum Present

|  |  |  |  |
| --- | --- | --- | --- |
| Bienville-Randy McKinney EXCUSED | Bossier-Jeanette EdmistonPRESENT | Caddo-Njeri CamaraPRESENT | Claiborne Vacant |
| DeSoto-Fred JonesEXCUSED | Natchitoches-Sandy WigginsEXCUSED | Red River-Wanda BrockEXCUSED | Sabine-Marcelle SlaughterEXCUSED |
| Webster-Ora RicePRESENT | Gov.-Deanna FowlerPRESENT | Gov.-Barbara MarshallPRESENT | Gov.-Chris NolenPRESENT |
| Staff ED-D. EffersonPRESENT |  |  |  |
| Guests-Duane Ebarb LACAN | Janet Miller CORE |  |  |

**Approval of Agenda:** Camara moved to approve the agenda with a second by Marshall. The motion carried.

**Approval of the Minutes:** Camara moved to accept the minutes as printed with a second by Rice. The motion carried.

**Guest and Public Comments:** None

**Agenda Items for Discussion/Action**

**New Business**

1.      **Executive Limitations – Official Executive Director Report on File with the Secretary and**

 **available for public inspection:** Camara made the motion to accept the ED report as in compliance with a second by Edmiston. The motion carried.

a. **Communication and Support to the Board Page** 14

b**. Financial Condition & Activities Page 7**

**c*.* Financial Planning/Budgeting Page 5**

ED Efferson added to his written report that he had agreed to serve on the DHH Behavioral Health Advisory Group that will be working with Bayou Health to make the transition. He also reported that the Behavioral health Forum has been scheduled for March 5, 2015 at 4:00 pm at Brentwood Hospital. The time was moved to the afternoon based on feedback from last year.

2. **Governance Process**

1. **Board Monitoring Summary Report of December 2014:** Fowler presented the report and there were no questions.

3**. Board Business**

1. **Appoint Committee for developing format and questions to Stakeholders:** Fowler named Camara, Edmiston and Rice to an Ad Hoc committee on stakeholder feedback. Camara will serve as chairperson. Fowler asked the committee to develop a format for gathering stakeholder feedback to assist in setting board goals. She suggested the following questions as a start:
* How do you think the Northwest Louisiana Human Service District should serve your community?
* Are you knowledgeable of what the NLHSD does in your community?
* How could the NLHSD better advertize their services?
* What recommendations do you have on telling your community about the NLSHD?

**4. Old Business**

1. **Committee Report on Review of Bylaws re: attendance issues:** Committee Chair Rice reported the proposed additions or changes to the bylaws regarding attendance found on page 2 of 7 and 3 of 7 of the NLHSD Bylaws revised 9-15-2014 to read as follows:
* 4) c) Unexcused absences of two (2) consecutive regular meetings or a total of four (4) excused and /or unexcused absences of regular meetings in a calendar year. Source LA R. S. 28:913 E (2).
* 5) Process of Removal

a) Failure to meet attendance requirements as defined in section 4. c of these bylaws may result in the following:

1) Secretary notifies the Board Chair when attendance requirements are not met.

2) Board Chair contacts board member to determine if attendance issue is temporary or if the Board member intends to meet attendance expectations going forward.

3) Board Chair informs the board of the board member’s intention at the next regularly scheduled board meeting.

4) Excused absences beyond the attendance requirements may be approved by a two-thirds vote of those present at a regularly scheduled board meeting.

b) Independent of Section 5. a of the bylaws, if the Chair or Vice Chair receives information or ….

c) A notice shall be placed…..

d) At the designated Board meeting….

e) If the State Ethics Commission has ….

f) When the Sub-Committee has concluded……

Emiston made a motion to accept the report recommendations. Camara seconded the motion and the motion carried. The bylaw changes will be placed on the agenda of the next regularly scheduled board meeting for final board consideration.

1. **Orientation of New Board Members/Mentors:** Tina Rivera, Wendy Goad and Sharon Doyle made presentations to the new board members as a part of their orientation. Edmiston has two segments of the orientation completed and the others have one.
2. **January Board Compliance Monitoring Tool Completion. :** The tool was completed and submitted to Chair Fowler for analysis.

**Announcements/Acknowledgements:** The presentations from district staff will be replicated for Sandy Wiggins and Randy McKinney on February 16th at 3:00-4:45 at the Knight Street office location.

**Next Proposed Meeting Date: Monday, February 16, 2015.**

**Adjournment:** Camara moved to adjourn the meeting with Rice seconding the motion. The motion carried. The meeting adjourned at 7:00 pm.