**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**April 15, 2024**

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

Called to Order: Called to Order by Kristie Copeland at 5:37pm.

Invocation and Pledge of Allegiance: Invocation led by David Hoey, Pledge led by Kristie Copeland.

Roll Call: Crystal Rabo, David Hoey, Karisma Jones, Sara Ebarb, D. McCoy, Trudie Abner, and Kristie Copeland were present. Bossier, Claiborne, DeSoto, Natchitoches, and Governor Appointee #1 have no board representative at this time. A quorum of 7 out of 7 board members confirmed by David Hoey. Doug Efferson, Executive Director was present.

Approval of Agenda: Moved by David Hoey to add Non-Appropriated Fund Request to the agenda as Board Business Item 3 with following items moved down one. Motion was seconded by Crystal Rabo and unanimously approved. Moved by David Hoey to approve the agenda as modified, seconded by Crystal Rabo, and unanimously approved.

Approval of the Minutes for March 18, 2024: Moved by D. McCoy to accept the minutes as presented, seconded by Karisma Jones, and unanimously approved.

Guest and Public Comments: Kristie Copeland welcomed Janet Miller, the new Executive Director for the Council on Alcoholism and Drug Abuse CADA. Janet Miller informed the Board of the progress made in completing the renovations needed to re-start their Women’s and Children inpatient program. She also informed the Board that progress is being made in establishing Mobile Crisis services, including bring on peer support staff, getting a MOU signed with the Shreveport Police Department, and working with the local coalition to build support for the services. The Board thanked her for her update on the two CADA service lines and congratulated her on being appointed the new Executive Director of CADA.

Executive Limitations: Doug Efferson gave a summary of his written report on Financial Conditions & Activities, Communication and Support to the Board, and Compensation and Benefits. Of note was the successful presentation made to the Sabine Parish Police Jury by Sara Ebarb and Doug Efferson highlighting the expansion of clinic services to include two Fridays a month and the grant programs the District operates in Sabine parish. In addition, a brief discussion was held regarding the compensation and benefit changes that occurred over the past year including the increase in healthcare costs, inflation concerns, and pay increases. It was also noted that the transition from our internal pharmacy to Genoa, a contract pharmacy, was successful as they seamlessly began serving our clients April 1st. Trudie Abner moved to except the Executive Director Report as presented, seconded by Sara Ebarb, and unanimously approved.

Board Business: Kristie Copeland led a review of the Board member Committee Principles policy. After a brief discussion, D. McCoy motioned to accept the policy without changes, seconded by Crystal Rabo, and unanimously approved. Trudie Abner moved that the board go into executive session to discuss a human resource issue, seconded by Sara Ebarb, and unanimously approved. Upon coming out of executive session, D. McCoy reported to the Board that the Executive Director Evaluation Committee Report is recommending Doug Efferson, Executive Director, be given a 6% merit increase, effective July 15th, 2024, contingent on the rest of the staff being given merit raises as well. Trudie Abner then motioned that the full board approve the 6% merit increase for Doug Efferson, Executive Director, effective July 15th, 2024, contingent on the rest of the staff being given merit raises as well. The motion was seconded by Sara Ebarb and unanimously approved by the Board. A short discussion was held regarding the Non-Appropriated Fund request to purchase a 2024 Chevy Malibu to replace a 2010 Dodge Avenger which would be surplused. Doug Efferson pointed out that the vehicle was currently available and, if approved, could be purchased this fiscal year without any delay. Crystal Rabo moved to approve the fund request for $24,780.58, seconded by Trudie Abner, and unanimously approved. The March Board Compliance Monitoring Summary Report was reviewed and accepted. The April Board Compliance Monitoring Tool was completed and given to Doug Efferson for summary. The next meeting date/time was agreed to be Monday, May 20, 2024 at 5:30pm.

Announcements/Acknowledgements: None.

Adjournment: Trudie Abner moved to adjourn the meeting at 6:25pm, seconded by Sara Ebarb, and unanimously approved.

Minutes Prepared by David Hoey, Board Secretary