Northwest Louisiana Human Service District (NLHSD) – Region 7

Minutes of the Regular Meeting of

Monday, April 16, 2012

5:30 p.m.

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The regular monthly meeting of the Board of Directors of the NLHSD was held on **Monday, April 16, 2012 at 5:30 pm**. The meeting was called to order by Margaret Lowery at 5:37 p.m.

**Roll Call In Attendance**: Njeri Camara, Margaret Lowery, Jennifer Partain, Roland Pipipin, Dee Fowler, Chris Nolen, and Marcelle Slaughter who arrived shortly after the meeting was called to order. Absent: Jerri, Lee, Fred Jones and, David Melville. DHH Staff present: Russell Semon. Public: Reece Middleton and Bobbie Thompson of the LA Assoc. on Compulsive Gambling

 **Approval of the Minutes of March 26, 2012** as presented. Moved by Nolen, seconded by Fowler to approve the Minutes of March 26, 2012. **Unanimously approved**.

**Chairman’s Report/Comments** – Red River Police Jury nor the Caddo Commission have confirmed the names of Debra Zimmerman or Barbara Marshall, respectively. The Board authorized that letters be sent to Red River and Caddo governing boards and that notices also be sent to Webster regarding the name of the alternate member submitted by Jerri Lee and to Bossier Police Jury as David Melville has indicated his pastoral assignment will require him to relocate.

**Committee Reports -** The Stakeholder Input Process presented at last meeting was to be updated with modifications. Member Lee was to incorporate the changes. The premise behind the significant change is that all Magellan providers will be notified, including advocate groups and consumers about any community engagement approaches the board takes. The draft document needed to be less specific and more general. Board staff will be responsible for the actual outreach contact. The board will set forth policy surrounding the process.

**Phase I Readiness Assessment** – Russell Semon reported that the Readiness Assessment date has again been pushed back. This change is directly related to the Legislature being in session and the availability of staff during this critical season of state business. The new date has been established as May 14, 2012. Time is scheduled to be at 1:00 p.m. Board officers are required to participate in the RA. Other board members may participate as desired. The intent is that all board members develop the core competencies to be able to respond to questions by state officials.

The primary documents to be utilized in the RA are the Bylaws and the Policy Manual. The Bylaws are to ensure the Board operates within its prescribed limits. The Policy Manual is used to determine whether the specific ends and limitations are met. Board members should be knowledgeable of both documents.

**Unfinished Business** – The Board continued review of the Readiness Assessment questions. In review, identified a conflict with the Policy Manual and Bylaws surrounding board annual meeting set in Bylaws would have required changing the entire Board policy calendar. After review and discussion, it was **moved by Nolen, seconded by Pippin that Article V, #3 Annual Meeting; the word “calendar” be changed to “fiscal” and the word “(January)” be changed to “(July)”. Unanimously approved.**  An email will be sent to all Board members indicating this action regarding change in the bylaws. If no objections are made within a 30-day period from the date the email is sent, the change will take effect at the conclusion of the 30-day period.

**Next Meeting Date** – The next meeting of the Board of the NLHSD will be **Monday, April 30, 2012 @ 5:30 p.m.** The official meeting date for the **RA to be conducted by state officials will be May 14, 2012.**

No other business to be conducted, Moved by Camara, seconded by Pippin for adjournment. Unanimously approved. **The meeting adjourned at 7:10 p.m.**

Respectfully submitted, Njeri Camara, Secretary