**Northwest Louisiana Human Service District (NLHSD) – Region 7**

Minutes of the Meeting of **Monday, July 15, 2013 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD was held on **Monday, July 15, 2013 at 5:30 pm**. The meeting was called to order by Chairperson Marcelle Slaughter at 6:00 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Njeri Camara, Fred Jones, Wanda Brock, Marcelle Slaughter, Ora Rice, Deanna Fowler, and Barbara Marshall. Absent: Jennifer Partain, Morgan Johnson, Margaret Lowery, Roland Pippin, and Chris Nolen. District Staff: Doug Efferson, ED. DHH Staff: None. Members of the Public: Bobbie Thompson, Aaron Allen, and Yolanda Clark

Additions/Deletions to the Agenda. Non**e**

**Adoption of the Agenda**. **Moved by Jones, 2nd by Brock to adopt the agenda**. Unanimously Approved.

**Approval of the Minutes of May 20, 2013** – **Moved by Fowler, 2nd by Rice** to approve the Minutes of May 20, 2013. Unanimously approved.

**Approval of the Minutes of June 17, 2013** – **Moved by Brock, 2nd by Jones** to approve the Minutes of June 17, 2013. Unanimously approved.

**Guest and Public Comments:** Yolanda Clark reported she is a support parent with the Office for Citizens with Developmental Disabilities and the Parent of a 21 year old daughter with developmental disabilities.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. Executive Limitations
3. Communication and Support to the Board – ED reported on the Financial Conditions and Activities of the District; the CARF survey was successfully completed with an exit interview on June 26. The first payroll of the District closed without complications; and the budget approval for the District is the same dollars as presented on the proposed budget. There was no loss. **Moved by Jones, 2nd by Brock** to accept the ED Report. Unanimously approved.
4. Governance Process

There were no governance items according to the policy calendar, however Dee Fowler presented a summary report of the June Evaluation.

1. Board Business
   1. Report of the Strategic Workplan Subcommittee – Fowler provided handouts of the updated workplan and a thorough review of the strategic work plan and the following actions needed to complete the plan:
      1. **Moved by Jones, 2nd by Camara** that District Leadership staff will provide a four-hour training session to answer any questions board members may have about programs, services, providers and operations to be held on July 31, 2013, from 12:30 to 4:30 p.m. Unanimously approved.
      2. **Moved by Fowler, 2nd by Jones**, that a mock readiness assessment will be held at least one week prior to the official RA. The mock survey team will be composed of ED’s from other districts that just recently completed Phase II.
      3. **Moved by Jones, 2nd by Rice** to adopt the Training Calendar for FY13-14. Unanimously approved.
      4. **Moved by Jones, 2nd by Brock** that all board members are to self-educate through review of the additional reading material concerning the district made available through Dropbox and each board member is asked to send an email confirmation to Fowler indicating review complete. Unanimously approved.
      5. **Moved by Jones, 2nd by Marshall** to adopt the minutes of the Workplan & Self-Evaluation subcommittee meetings. Unanimously approved.
   2. Report of the Self-Evaluation Subcommittee – After a brief explanation of the strategy utilized in developing the monitoring tool for functionality and continuity of use. **Moved by Jones, 2nd by Marshall** adopt the amended Appendix D titled Board Compliance Monitoring Tool and to eliminate the current Appendix D titled Policy Governance Executive Limitations Evaluation Form and the current Appendix E titled Board Compliance Monitoring Tool. Unanimously approved.

**Old Business**

1. Logo – ED reported that concensus was reached on the logo and provided a sample copy of the letterhead to be utilized by the district.

**Next Meeting Date** - The next meeting date for the Board will be **Monday, August 19, 2013 @ 5:30 pm.** Unanimously approved.

**Adjournment -** Moved by Jones, 2nd by Marshall to adjourn at 7:08 p.m.

Respectfully submitted, Njeri Camara, Secretary