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

Minutes of the Meeting of **Monday, March 18, 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, March 18, 2013 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:44 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was led by Morgan Johnson and recited by all.

**Roll Call In Attendance**: Morgan Johnson, Njeri Camara, Margaret Lowery, Fred Jones, Roland Pippin, Ora Rice, Wanda Brock (late), Deanna Fowler, Chris Nolen, and Barbara Marshall. Absent: Jennifer Partain and Marcelle Slaughter, both excused District Staff: Doug Efferson, ED. DHH Staff: Russell Semon, Sharon Doyle and Wendy Goad. Members of the Public: Bobbie Thompson and Reece Middleton.

**Additions/Deletions to the Agenda.** None.

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

Approval of the **Minutes of February 18, 2013**. Moved by Nolen, 2nd by Rice. Unanimously approved.

**Guest and Public Comments:** In the future the agenda will not reflect DHH Liaison Report. The comment card is to be amended to reflect the board’s policy of public comments. The board’s policy manual must be amended to reflect the policy: “Any public comments should be related to an item that appears on the agenda; should comments not relate to an item on the agenda, the presenter of the comments is to appear on the agenda for the next regularly scheduled meeting.”

Executive Director Report – Efferson presented a report for March that reflected activities of the ED and the district covering: ED Orientation, Human Services Interagency Council meeting, DHH Budget, Records Archiving, OCDD Report, OBH Report, the Bylaws, and Board Governance Policy Manual. The report further provided an updated biographical sketch of ED. The report further contained information for the DHH Executive Budget for FY 2013-2014, which covers the Northwest Louisiana Human Services District.

Moved by Fowler, 2nd by Johnson to accept the report of the Executive Director. Unanimously approved.

Moved by Lowery, 2nd by Johnson to authorize the Executive Director to amend the current Bylaws to reflect the format change of last date revised, adopted and implemented. Unanimously approved

Moved by Nolen, 2nd by Fowler to accept the format changes recommended by the Executive Director to the policy manual to better read page 1, to add the date adopted 2-6-12 in each adopted blank; and to add a footer on each page to read the adopted date of 2-6-12. Unanimously approved.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. Mission and Vision statements will be decided at a later date, but will review variations presented by the Executive Director at the April 20, 2013 retreat.
3. District Logo review and selection will be decided at a later date, but board will review variations presented by the Executive Director at the April 20, 2013 retreat
4. Board Members reported on stakeholder engagement re: ENDS policy statements and the expectation for input from other organizations, individuals and stakeholder groups to be considered during discussions at the April 20 board retreat. The Board will decide the April 20 Board Retreat agenda at the regular monthly meeting of April 15.
5. Summary Report on the Board Monitoring Tool – Dee Fowler made and extensive presentation and discussion about the on-going development, modification and summarization of the board monitoring tool. Board members questions determined the need for additional work on the monitoring tool. Moved by Nolen, 2nd by Johnson to postpone adoption of the summary report on the board monitoring tool. Unanimously approved.
6. Parish Reappointments for board members. ED Efferson reported receiving a letter from Jennifer Partain from the Bienville Parish Police Jury to reappointment Partain as the representative for Bienville Parish. Partain expressed her appreciation for the opportunity to serve on the Board; however, her work commitments and family obligations inhibit her ability to continue serving. She will remain as a member of the board at this time, but is in the process of identifying someone else from Bienville to serve in her place. Moved by Johnsond, 2nd by Marshall to reappoint Jennifer Partain to the Board at the representative from Bienville Parish. Unanimously approved.
7. **Old Business**
8. Report of Minutes review regard adoption of Board Talking Points – The report from the Secretary and Executive Director indicated that no board action had been taken to official adopt talking points. Russell Semon to provide copy of the Central Louisiana HSD Board Talking points to our ED, they will be updated and then sent out to the Board. Will be placed on the April 15 agenda for adoption.
9. Completion and Review March Board monitoring Tool. Completed by all and turned in by all board members.

**Comments/Observations** – Russell Semon urged the Board to be diligent in their reading and review of the information sent out electronically regarding ENDS policy statements

**Next Meeting Date** - The next meeting date for the Board will be **Monday, April 15, 2013 @ 5:30 pm.** Unanimously approved. The Board Retreat will be held on Saturday, April 20, 2013 @ 8:30 a.m.

**Moved by Johnson, seconded by Brock to adjourn at 7:25 p.m.**

Respectfully submitted, Njeri Camara, Secretary