**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**May 20, 2024**

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

Called to Order: Called to Order by Trudie Abner at 5:31pm.

Invocation and Pledge of Allegiance: Invocation led by David Hoey, Pledge led by Trudie Abner.

Roll Call: Crystal Rabo, David Hoey, Karisma Jones, Sara Ebarb, and Trudie Abner were present. D. McCoy and Kristie Copeland were excused. Bossier, Claiborne, DeSoto, Natchitoches, and Governor Appointee #1 have no board representative at this time. A quorum of 5 out of 7 board members confirmed by David Hoey. Doug Efferson, Executive Director was present.

Approval of Agenda: Moved by Crystal Rabo to approve the agenda as presented, seconded by Sara Ebarb, and unanimously approved.

Approval of the Minutes for April 15, 2024: Moved by David Hoey to accept the minutes as presented, seconded by Sara Ebarb, and unanimously approved.

Guest and Public Comments: None

Executive Limitations: Doug Efferson gave a summary of his written report on Financial Conditions & Activities, Communication and Support to the Board, and Emergency Executive Director Succession policies. Of note was the Louisiana Property Assistance Agency (LPAA) audit report showing no findings or management concerns for our agency. Doug Efferson reported that the non-appropriated fund request approved last month for a replacement vehicle was not used due to the vehicle being sold to another agency and no other vehicle is available at this time. A brief discussion was held regarding the final draft LDH contract language that requires our district to participate in our local crisis coalitions and to sign a MOU with the provider for referrals. Also required is the district to participate in standing up the LaSpirit program when a disaster is declared in our service area and FEMA is called in to assist. Doug Efferson reported that Gloria Lott, our Finance Director, and Michele Impson, our Human Resource Director are the two individuals recommended for consideration as part of the District’s Emergency Executive Director Succession plan. Sara Ebarb moved to except the Executive Director Report as presented, seconded by Crystal Rabo, and unanimously approved.

Board Business: Trudie Abner led a review of the Board Member’s Code of Conduct policy. Board members were asked to complete their annual Conflict of Interest form, their online ethics training, and their Tier 2.1 financial report. After a brief discussion, Karisma Jones motioned to accept the policy without changes, seconded by Crystal Rabo, and unanimously approved. Trudie Abner appointed Crystal Rabo, Karisma Jones, and David Hoey to the Officer Nominating Committee with Crystal Rabo to be Committee Chair. Crystal requested Doug Efferson send the committee an email outlining the committee’s nominating options and set the committee to meet on Monday, June 17th at 5:00pm to finalize nominations. The April Board Compliance Monitoring Summary Report was reviewed and accepted. The May Board Compliance Monitoring Tool was completed and given to Doug Efferson for summary. The next meeting date/time was agreed to be Monday, June 17, 2024 at 5:30pm.

Announcements/Acknowledgements: None.

Adjournment: Sara Ebarb moved to adjourn the meeting at 6:22pm, seconded by Crystal Rabo, and unanimously approved.

Minutes Prepared by David Hoey, Board Secretary