**Northwest Louisiana Human Service District (NLHSD)**

Meeting Minutes for

**Monday, April 18, 2016 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA 71107

**Call to order:** Chair Fowler called the meeting to order at 6:00 pm.

**Invocation:** N/A

**Pledge of Allegiance** N/A

**Welcome:** Fowler welcomed all attendees.

**Roll Call Quorum Present**

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| Bienville-Randy McKinney Excusedd | Bossier-Jeanette Edmiston Excused | Caddo-Njeri Camara  Present | Claiborne-Christon Cupp Excused |
| DeSoto-Fred Jones  Excused | Natchitoches-Sandy Wiggins Present | Red River-Wanda Brock  Present | Sabine-Marcelle Slaughter Present |
| Webster-Ora Rice Present | Gov.-Deanna Fowler Present | Gov.-Barbara Simpson Excused | Gov.-Chris Nolen Present |
| Staff ED-D. Efferson Present |  |  |  |
| Guests- Wendy Goad | Janet Miller |  |  |

**Approval of Agenda :** A motion by Brock to amend the agenda to add Wendy Goad under the Guest Speaker and to add 2f-Recommendation of the Strategic Ends Statement Committee. The motion carried.

A motion by Camara to approve the amended agenda carried.

**Approval of the Minutes of March 21, 2016:** A motion by Brock to approve the March 21, 2016 minutes carried.

**Guest and Public Comments: Janet Miller, MS, LAC, CCGC, CCDP-D; Executive Director,**

**LA Association on Compulsive Gambling Problem Gambling Awareness Month events in March**

Ms. Miller distributed material regarding the LA Association on Compulsive Gambling and provided the Board with information about the agency. She reviewed the Gambling Awareness Month activities.

Wendy Goad provided the Board with a review of the recent CARF accreditation exit comments. The final report will be shared once it is received. The team praised the staff for the integration of CARF into the daily function of the clinic. There were few recommendations made by the review team upon their exit.

Wendy also reported on the Crisis Counseling Grant initiated due to the recent flooding throughout the district. They need personnel to fill temporary full time positions for a maximum of 9 months. The model has diads of a clinician and a case manager meeting with families in their communities. She asked that Board members pass the word within our communities regarding the open positions and have all interested parties email resumes to [wendy.goad@la.us.gov](mailto:wendy.goad@la.us.gov).

**Agenda Items for Discussion/Action:**

**New Business**

**1.    Executive Limitations:** A motion by Brock to accept the ED report as in compliance carried.

**a.  Communication and Support to the Board Page 14**

**b. Financial Condition & Activities Page 7**

**c. Compensation & Benefits Page 13**

**2. Board Business**

1. **Annual Ethics training (On-line training -- now due):** Fowler reminded the board to complete the training and turn in the certificate to the ED to file.
2. **Annual Financial Disclosure Statement (Form 417, Tier 2.1 to State Board of Ethics by May**

**Meeting):** Fowler reminded the board to complete the statement and fax into the state.

1. **Appointment of Nominating Committee (to meet before May Meeting):** Camara, Brock and Wiggins volunteered to serve on the committee.
2. **Review and/or amend By-Laws:** A motion by Brock to make no changes to the By-Laws was carried.
3. **Signing of Conflict of Interest forms:** All attendees signed the conflict of interest forms and submitted them to Chair Fowler.
4. **Ends Statement Committee Recommendations:** A motion by Camara to accept the Ends Statement Committee recommendations of no changes necessary carried.

**3. Old Business**

1. **April Board Compliance Monitoring Tool Completion:** The April Board Compliance tool was completed and submitted to the Chair for analysis.

**4. Governance Process**

**a. Board Committee Principles Page 24**

A motion by Brock to accept the policy without change carried.

1. **Board Monitoring Summary Report March 2016:** Report was distributed and reviewed.

**c. Executive Session for HR Reasons to discuss ED Evaluation, Compensation, and Benefits**

***Executive Committee/Full Board* *Discuss/Determine ED’s Merit* *and Submit to HR/Civil***

***Service* Page 28-33**

A motion by Brock to go into executive session to discuss ED Evaluation, Compensation, and Benefits carried.

1. **Report of NLHSD Committee Executive Board Meeting on ED Evaluation of April 15, 2015:** Report was given.
2. **Recommendation of Board on HR Strategy:** Fowler gave the recommendation of the committee.
3. **Meeting with ED re: 2015-2016 Performance:** Fowler reviewed the recommendation with ED Efferson.

**d. Reconvene Meeting with brief summary of action:** A motion by Brock to go out of executive session and reconvene the meeting to give a brief summary of the action carried.

Fowler reported a favorable recommendation of the ED’s performance yet a salary increase would be contingent on availability of funding, the outcome of HB 114, and funding for staff merit increases.

**Announcements/Acknowledgements NONE**

**Next Proposed Meeting Date: Monday, May 16, 2016 @ 5:30 p.m.**

**Adjournment:** A motion by Brock to adjourn the meeting at 7:30 pm carried.