**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, November 16, 2020**

**Zoom Conference Call Number (888) 788-0099, Meeting ID: 254 060 0349**

Called to Order: By George Sewell at 5:30pm

Roll Call: George Sewell, Njeri Camara, Kristi Copeland, Gary Conlay, Wanda Brock, Mary Brocato, Ora Rice and Matthew Linn were present. Fletcher Carter was excused. Bienville, Governor Appointee #2 and Governor Appointee #3 have no board representative at this time. A quorum of 8 out of 9 board members confirmed by Matthew Linn, Board Secretary. Doug Efferson, Executive Director, was present.

Welcome/Special Guest/Introductions: Rhonda Watts with LACG was welcomed. Mary Brocato was welcomed as a new Board member and she gave a short summary of her interests and experiences.

Approval of Agenda: Moved by Njeri Camara to accept the agenda, seconded by Wanda Brock, and unanimously approved.

Approval of the Minutes for October 19, 2020: Moved by Njeri Camara to accept the minutes as presented, seconded by Ora Rice, 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 Financial Planning and Budgeting. The Board was informed that Robena Petterway, Shreveport Behavioral Health Clinic Manager, passed away after a prolonged illness and the position was posted with the hope of hiring from within. Of note was the continued increase in Covid-19 in our service area and the state over the past month supporting the continued use of flexible schedules, PPE, enhanced office cleaning and telehealth. Doug Efferson also reported that the District helped staff the State Fair Grounds Mass Flu Vaccine Event which had a two-fold purpose of highlighting the importance of getting the flu vaccine as well as giving our area an opportunity to test our injection vaccination system in preparation for distribution of the Covid-19 vaccine. The board was informed that a continuation budget was submitted for FY22 that is .6% greater than the current FY21 budget. Njeri Camara moved to accept the report, seconded by Ora Rice, and unanimously approved without any policy changes.

Board Business: George Sewell led a review of the Board Job Description policy. Fletcher Carter moved to accept the policy, seconded by Njeri Camara, and unanimously approved without any policy change. The Holiday Social event for December was canceled due to the Covid-19 pandemic. The October Board Compliance Monitoring Summary Report was reviewed and accepted. The November Board Compliance Monitoring Tool was to be completed by email and sent to Doug Efferson for summary. The next meeting date was agreed to be on Monday, December 21st, 2020 at 5:30pm by Zoom conference call.

Announcements/Acknowledgements: None.

Adjournment: Ora Rice moved to adjourn the meeting at 6:11pm, seconded by Njeri Camara, and unanimously approved.

Minutes Prepared by Matthew Linn, Board Secretary