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

Minutes of the Meeting of **Monday, November 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, November 18, 2013 at 5:30 pm**. The meeting was called to order by Vice Chair Fred Jones at 5:40 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, Chris Nolen and Barbara Marshall. Absent: Jennifer Partain, Bossier (Vacant), Claiborne (Vacant) and Natchitoches (Vacant). District Staff: Doug Efferson, ED. DHH Liaison: Russell Semon. Members of the Public signed attendance roster.

**Additions/Deletions to the Agenda.**

**Moved by Fowler, 2nd by Brock to amend the agenda** to add “2.d. Review of Board Monitoring Tool for October” to the agenda under New Business. **Unanimously approved.**

**Approval of the Agenda**

**Moved by Brock, 2nd by Rice to adopt the agenda as amended.** Ayes: Camara, Jones, Brock, Slaughter, Rice, Fowler, Nolen and Marshall. Nayes: None. Motion carried.

**Approval of the Minutes of October 21, 2013. Moved by Nolen, 2nd by Brock** to approve the Minutes of October 21, 2013, As Amended. **Unanimously approved.**

**Guest and Public Comments:**  None

**Agenda Items for Discussion/Action:**

**New Business**

1. **Executive Limitations**
   1. Communication and Support to the Board - No Board compliance issue to report. No board concerns received regarding ED communication methods, clarity of information presented, or communications to individual board members. All agenda items needing board approval have been submitted appropriately for such approval. Discussions are currently under way between the Executive Directors and DHH regarding changes in the proposed AIP and MOU documents. These two documents will be updated to reflect current issues and concerns with regard to the District performance metrics and the DHH performance expectations. Moving from the DHH IT Domain to a District IT Domain has been delayed until next fiscal year, primarily due to high unfunded startup costs. DHH IT is working to analyze these costs and see if some current FY funding could be identified to begin the process earlier. .

* 1. Financial Conditions & Activities – No non-appropriated funds were collected this month. No unusual or extraordinary expenses to report. Draft Financial Report provided for board review, discussion, and approval. No real property as acquired, encumbered, or disposed of in violation of state and federal law. Re-tagging of equipment is almost complete with only three items pending location and tagging. Self-Generated Fund collection is running 25% higher ($49,769/mo. vs $39,552/mo.) the first four months of this fiscal year when compared to last fiscal year’s monthly average. This increase is primarily due to improved billing processes, not increased volumes. Third party billing through Clinical Advisor is still not available yet despite being promised in September. The request to purchase ICANotes as a replacement billing software has not been approved yet. Our practice management consultant came on-site this month and proposed some organizational changes designed to facilitate the transition toward a privatized business model.
  2. Global Executive Constraint, Page 3, Executive Report – The District’s Corporate Compliance Plan, along with the Louisiana Code of Government Ethics creates the framework which assures District decisions, practices and activities are lawful, prudent, and according to community-accepted business, governmental and professional ethics. The review of District Policies and Procedures during last Month’s Phase II Assessment confirmed such a framework is I place for the District. There are no Violations to report..

**Moved by Jones, 2nd by Brock** to find the ED in Compliance with the Governance Policy. **Unanimously approved.**

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1. **Governance Process –** The following areas were reviewed and found to be in compliance and no changes needed as noted by the following motions.
   1. Discuss Holiday Social – **Moved by Fowler 2nd by Jones** that there would be no formal celebration but members can choose to bring something to the December 16th meeting. **Unanimously approved.**
   2. Monitoring Executive Director Performance – **Moved by Nolen, 2nd by Rice** that there be no change in the ED monitoring. **Unanimously approved**.
   3. Comments Solicited on ED’s Performance – **Moved by Fowler, 2nd by Jones** that there be no change to the ED’s Performance Evaluation process. **Unanimously approved**.
   4. Board Monitoring Summary Report October 2013 - **Moved by Jones 2nd by Nolen** to accept the Summary Report **Unanimously approved**. Dee Fowler provided an explanation of the Summary Report for the Board Monitoring Tool for October 2013.
2. **Board Business** 
   1. Review of Readiness Assessment. **Moved by Jones, 2nd by Brock** to defer discussion until December 2013 meeting. **Unanimously approved.** .

**Old Business**

1. Board Governance Training by Bill Charney scheduled for April 12, 2014 –The meeting is scheduled for April 12, 2014. **Moved by Fowler, 2nd by Jones** that the meeting will be held from 9-10 am and the training will be from 10:30 – 4:30 pm. **Unanimously approved**. Moved by Jones, 2nd by Brock to defer the Board Training on CEO & Board Performance to be facilitated by Dee Fowler until the December 16, 2013 meeting.

**Announcements** – The board now has four vacancies. Claiborne’s resignation was received last meeting. We now have received a formal resignation from Roland Pippin of Natchitoches. **Moved by Jones, 2nd by Nolen** to accept the resignation of Pippin. **Unanimously approved**. Efferson reported that the police juries will need to have appointed replacement representatives by April 12 and replacements need to ensure balance in the categories of representation on the board.

**Next Meeting Date** -The next meeting date for the Board will be **Monday, December 16, 2013 @ 5:30 pm. Unanimously approved.**

**Adjournment -** Moved by Camara, 2nd by Brock to adjourn at 7:00 p.m.

Respectfully submitted, Njeri Camara, Secretary