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

Minutes of the Board Retreat **Saturday, April 20, 2013 @ 8:30 a.m.**

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

The Retreat of the Board of Directors of the NLHSD was held on **Saturday, April 20, 2013 at 8:30 am**. The meeting was called to order by Chair Marcelle Slaughter at 8:30 am. Invocation was offered by Njeri Camara. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Morgan Johnson, Njeri Camara, Margaret Lowery, Wanda Brock, Marcelle Slaughter, Ora Rice, Deanna Fowler, Chris Nolen and Barbara Marshall. Absent: Jennifer Partain, Fred Jones and Roland Pippin. District Staff: Doug Efferson, ED. DHH Staff: Russell Semon Members of the Public: Reece Middleton, LA Association on Compulsive Gambling, and Ronald Moore, Coushatta.

**Welcome.** Doug Efferson offered a brief overview of the retreat outline and instructions for how the public will be engaged in the process.

**Introduction of Guest, Community Leaders, Stakeholders**. Reece Middleton, Executive Director of the Louisiana Association on Compulsive Gambling, presented a report on the residential treatment center (C.O.R.E.) with the request that the following be considered when determining the ENDS Policy: 1) That the District Board encourage the State Legislature to retain and renew designated gambling specific funds for treatment and prevention of Problem Gambling; and 2) That the District Board consider reissuing the contractual funding basis at CORE from Per Diem to cost reimbursement, leaving the total contracted amount the same.

On behalf of the Northwest Louisiana Behavioral Health Regional Advisory Council, Middleton presented input towards the ENDS Policy to embrace the RAC 2012-2013 goals: 1) To increase awareness and recruitment of stakeholders for appropriate membership; and 2) Promote advocacy, prevention, education, recovery and wellness.

**Discussion Facilitator in Charge, Board Member Ora Rice, Webster Parish:**

The directive reiterated was there are three questions to be answered in determining ENDS Policy statements: What are the Benefits? What is the Cost? For whom are the Services?

***The first step is determining the process by which the Board will receive input and comments from Guests, community Leaders and Stakeholders.*** The board had already established the process with board members individually speaking with the various owners and stakeholders within respective parishes by soliciting comments and suggestions, receiving the input through official means (meeting minutes, letters, written requests, etc. of the various entities, organizations and agencies), archiving the information to become part of the District’s official records, and utilizing the input from owners to develop policy, assist with strategic plans, review and monitoring of ENDS performance. Develop list of owners for information meeting dates and potential communications process. Owners/stakeholders include those on the OCDD and OBH listings provided by Sharon Doyle and Wendy Goad. Dee Fowler, Chris Nolen, Ora Rice, Njeri Camara and Wanda Brock all reported communicating with agencies such as National Alliance for the Mentally Ill (NAMI) Northwest, Women’s Resource Center (Natchitoches), Cane River Children Services, Natchitoches Parish Sheriff Office, Natchitoches Association of Retarded Citizens, Tenth Judicial District Court, Natchitoches Council on Aging, Child and Family Network (NSU), The Board’s solicitation of input, comments and suggestions will be continuous, as well as solicitations through the clinics and regional program offices.

**Moved by Camara, 2nd by Lowery** that each board member will turn in their lists of contacts for owners/stakeholders to the secretary for inclusion in the official records. Unanimously approved.

***Step 2 discussion began with identifying categories of needs:*** Awareness, Funding, Availability, Access, Safety, Crisis Services, Prevention/Intervention, Employment, Success in School, Success in the local community with support, strengthening youth through community, life skills, children, adults, transitional age youth behavioral health, developmental disability, addictive disorders, gambling, housing, compulsive gambling, reclassification of DSM V placing addictions under Impulse control, intensive outpatient, suicide prevention, funding per diem $115 residential. Louisiana Association of Compulsive Gambling: 1. State legislature funds; 2. Reissuing the contracted funding basis at C.O.R.E. Children & Youth Planning Boards, Reduce juvenile incarceration. Integrate services in school mental health.

***Step 3 and final step to discuss policy concerns:*** Fund Prevention Early Intervention, increase community-based services, reduce discipline/behavior in school, increase engagement with parental support outside of school, increase employment, tutoring, assessments, aged-out students, develop a setting for academically and developmentally challenged youth. RAC – to increase awareness and recruitment of stakeholders for appropriate membership; target yearly RAC block grant funds to promote advocacy, prevention, education, recovery and wellness. Develop tracking system. OBH Doctors are not able to access patients; customers aren’t able to easily locate services, need to increase access and visibility through media other than telephone book. Need to use social media such as twitter, facebook and prominent signage. Referral is dysfunctional and need to rebuild the referral base. Emergency services for crisis situations when there is no availability of services. Transportation is a major concern for rural areas. Grant funding is limited. Funding is needed to support mentoring, parenting and life skills, homeless shelter, adoption awareness, affordable recreation activities, food bank access, increase cooperation between transition services, housing for individuals with mental illness, funding for assessments through the courts, gender issue with housing availability, adult day care, toddler/infant programs, 13 years and older youth programs for developmental disability programs

**Finalization of Draft ENDS Statements as follows:**

* Northwest Louisiana Human Service District exists so that citizens with mental health, addictions and developmental challenges residing in the parishes of Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine and Webster are empowered, and self-determination is valued such that individuals live a satisfying, hopeful, and contributing life.
* 1. Northwest Louisiana Human Service District (NLHSD) governing board will be accountable to its “Owners” (stakeholders, persons served, ADVOCATES, PARTNERING PROVIDERS, THE COMMUNITY at large, etc.) establishing trust, a spirit of collaboration and confidence.
* 2. Individuals receiving services will have access to evidence based services that are responsive to their needs and cost effective so that;

A. Individuals with acute illnesses are able to rapidly resume optimal functioning;

B. Individuals with chronic illness may live in a safe environment that encourages personal growth.

C. Youth, adults and family strengths are emphasized and recovery and resilience are enhanced.

D. The voice of and collaboration with Individuals in the Community is enhanced.

* 3. NLHSD will make use of best practices in implementing, evaluating, monitoring, modifying existing services so that quality is assured, services meet the needs of those served, the variety of services available adequately address the range of behavioral health issues identified, and/or that services are further developed to address service gaps and sustainability of programs.
* 4. These ENDs will be achieved by maximizing the resources made available through NLHSD ‘s participation in the State Budgeting/Grant allocation process, legislative advocacy, self-generated funds through the managed care organizations, or other state resources developed through the fund raising efforts of the Authority.

**Moved by Camara, 2nd by Fowler to adopt the Draft ENDS Statements. Unanimously approved.**

**Workplan Strategies Objectives 1-3 (discussion and input) –** The following was completed by the Board and the Executive Director and electronic copy will be forwarded to all Board members.

|  |  |  |
| --- | --- | --- |
| **Objective 1 :**  Maintain progress made during Phase I – bylaws, governance policy manual, board development. | | |
| **Aligns with:** Policy Governance principles, Governance Policies (Manual), Phase I & II expectations for Board development. | | |
| **Strategy** | **Action** | **Date** |
| 1. Review bylaws to determine need for amendments assuring competent self-governance. (Board Self-monitoring process) | Bylaws amended on 6-20-12 and 7-18-12. Board Self-Monitoring process established in June, 2012 and ongoing monthly. | 7-18-12 |
| 2. Review and modify as necessary Governance policies to ensure clarity in Executive Limitations, Governance Process, and Board – Executive communications. (Maintain adherence to agenda calendar) | Policies adopted on 2-6-12. Amendment currently being considered for public comment. Board Self-Monitoring process established in June, 2012 and ongoing monthly. | 2-6-12 |
| 3. Review, implement, modify, finalize Board recruitment, orientation, succession planning process. | Board orientation checklist finalized in 3-26-12. Board policy on recruitment and succession finalized on 2-6-12 | 3-26-12 |
| 4. Assure documentation of all Board decisions, actions. | Secretary generated and maintained records at personal residence. Centralized board documents at District office on Knight street on 3-18-13 and ongoing. | 3-18-13 |
| 5. Develop training calendar, needs assessment, resources, for ongoing Board development. (eg., Roberts Rules, Policy Governance, Policy Development, Open Meetings law, etc.) | Send training events to Njeri to compile. |  |
| 6. Implement Board Self-Monitoring Process. | Implemented self-monitoring tool on 6-20-12. Re-established Board Compliance Monitoring Tool on 5-20-13. |  |

|  |  |  |
| --- | --- | --- |
| **Objective 2 :**  Clarify Board Expectations and specific Job duties, evaluation of performance for the ED. | | |
| **Aligns with:** Policy Governance principles, Governance Policies (Manual), Phase II expectations for Board activities, development. | | |
| **Strategy** | **Action** | **Date** |
| 1.(a.)Communicate expectations for and monitor provision of monthly reporting re: Governance Policies (Executive Limitations) and  (b.)provide input, feedback for improvement of resources made available by the ED for review / monitoring. | (a) Board orientation of ED completed on 2-7-13.  (b) Board requested changes in ED report on 3-18-13. | 2-7-13  3-18-13 |
| 2. Clarify expectations regarding Executive Limits: Communication with and Support to the Board as outlined in the Policy Governance Manual. | Clarified in Board Governance Policies approved on 2-6-12. Communicated in ED orientation on 2-7-13. | 2-7-13 |
| 3. Clarify expectations regarding Governance Process: Chairperson’s Role as it relates to the authority of the Chair with respect to Board – ED Linkage. | Clarified in Board Governance Policies approved on 2-6-12. Communicated in ED orientation on 2-27-13. Reviewed at 5-20-13 Board meeting. | 5-20-13 |
| 4. Complete Orientation checklist items. (See Attached) | Completed 2-7-13 | 2-7-13 |

|  |  |  |
| --- | --- | --- |
| **Objective 3 :**  Assure ED Accountability and Monitoring | | |
| **Aligns with:** Phase II expectations for Executive limitations, monitoring policy, process. | | |
| **Strategy** | **Action** | **Date** |
| 1. Assure current job description is consistent with Executive limitations and linked to monitoring process. | ED job description approved by Board on 9-17-12 and provided to ED during orientation on 2-7-13. | 2-7-13 |
| 2. Implement agenda calendar and reporting process for ED, monitoring data provided, timeliness of reports, applicability to ENDs achievement, external/internal reports, ED interpretation of policy, etc. | Implemented ED Board reporting 3-18-13. Modified expectations during 4-15-13 Board meeting. Ends added 4-20-13 | 4-20-13 |

**Moved by Fowler, 2nd by Camara to amend the agenda to add the Nominations Committee meeting to the agenda. Unanimously approved.**

**Moved by Camara, seconded by Johnson to adjourn at 12:30 p.m.**

Respectfully submitted, Njeri Camara, Secretary