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

Minutes of the Special Meeting of **Monday, October 15, 2012 @ 5:30 p.m.**

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The special call meeting of the Board of Directors of the NLHSD was held on **Monday, October 15, 2012 at 5:30 pm**. The meeting was called to order by Marcelle Slaughter at 5:40 p.m.

The offered there was a need for the Board to go into Executive Session. Moved by Brock, 2nd by Jones. Unanimously approved.

Moved by Jones, 2nd by Brock to reconvene regular session. Unanimously approved.

Invocation offered by Fred Jones. Pledge of Allegiance was recited by all.

Moved by Jones, 2nd by Brock to defer the item discussed in Executive Session until a decision is rendered by DHH Legal. Motion carried.

Invocation was offered by Morgan Johnson. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Jennifer Partain, Njeri Camara, Margaret Lowery, Fred Jones, Roland Pippin (arrived late), Wanda Brock, Marcelle Slaughter, Dee Fowler and Chris Nolen. Absent: Morgan Jones, Ora Rice and Barbara Marshall. DHH Staff: Russell Semon, Wendy Goad (OBH), and Sharon Doyle (OCDD). Members of the Public: Reece Middleton and Bobbie Thompson of the LA Assoc. on Compulsive Gambling, Derrick Stevenson (WK Health System).

**Additions/Deletions to the Agenda.** Moved by Camara, 2nd by Lowery to Remove Item 9bc, ED Interview Questions from the Agenda. Ayes: 7, Nayes: None

Moved by Fowler, 2nd by Nolen that discussion on the terms of office for board members be added to the agenda as 9a, and the ED Search Committee Report be changed to 9b. Unanimously approved.

**Adoption of the Agenda** as amended. Moved by Jones, 2nd by Brock. Unanimously Approved.

**Guest and Public Comments:** DHH Liaison, Russell Semon, reported the process for securing public comments would be to develop a sheet to turn in for speaking to the Board on agenda items. Should there be a non-agenda item, the card is to be submitted and the item placed on the following meeting’s agenda. As of Thursday, October 11, 38 applications have been received for the ED position; Travel Reimbursements have been turned in to Baton Rouge for processing. Board members are exempt from the 99 miles per trip, will receive state rate for hotels and pay no taxes.

**Approval of the Minutes of September 17, 2012**, moved by Jones, 2nd by Brock to postpone approval of the September 17 minutes until the next posted meeting. Unanimously approved.

**Agenda Items for Discussion/Action:**

1. Board Members Terms of Office – Moved by Lowery, 2nd by Nolen to reappoint Jennifer Partain to the board. Notice will be sent to the Bienville Parish Councilperson. Unanimously approved.
2. **Executive Director Search Committee Report –** 
   1. Moved by Camara, 2nd by Brock to adopt the Conflict of Interest Declaration as modified, to include the word “Board” in the first sentence after the words “selection committee.” Unanimously approved.
   2. Moved by Lowery, 2nd by Camara to approve five of the four draft letters to applicants.
   3. Moved by Jones, 2nd by Brock to defer Item 9d until the next meeting. Unanimously approved.
   4. Meetings for the Board Holiday Schedule shall be as follows: November 19, 2012; Search Committee on Monday, November 12, 2012 and the December Board meeting onDecember17, 2012. Unanimously approved
   5. Review of Hiring Process Timeline – to be modified in Search Committee meeting.

**Comments/Observations** – The secretary is to send out the previously designed letterhead to the board for review.

**Next Meeting Date** - **Monday, November 19, 2012 @ 5:30 p.m**.

**Moved by Brock, seconded by Jones to adjourn at 6:50 p.m.**

Respectfully submitted, Njeri Camara, Secretary