NORTHEAST DELTA HUMAN SERVICES AUTHORITY

**January 14, 2014**

**OUACHITA PARISH HEALTH CENTER 1650 DESIARD ST.**

**COMMUNITY MEETING ROOM**

Call to Order and prayer by Dr Tarver: Roll Call was held and a quorum was met.

**Present are:** Dr. E.H. Baker**,**Alisa Lear*,*Charlie Trimble,Joyce Brazzel, Melba Sandifer, Dr. Gene Tarver***,*** James Mobley***,*** Lorraine Reed*,*Windy Calahan, Kathy Waxman , Terri Spence, Lakeisha Powell ,Chuck HalleyandThelma Merrells

Dr. Sizer, ED was present. Also present was Russell Semon, DHH Liaison for our Board

**Not Present:**  Anna Toston- Edwards participated by phone (no voting rights) Leslie Durham was excused as she had a death in her family, Mike Shipp, new member was excused as he had a previous out of town commitment.

**Recognition of Guests**Deloris E. Harris, NDHSA; Laura Nettles, Parent Advocate, and Families Helping Families; Dr. Mkay Bonner , Crisis Intervention Team (CIT); Mark Johnson, CIT and Sgt. with MPD; Kathryn Ferdall, Monroe Area Guidance Clinic ( MAGC); Brenda Siltig, MAGC; Avius Zimmerman, NDHSA; Niesha Marshall, MAGC; and Tom Torregrossa, Major with MPD.

**Adopt Agenda** A motion was made by Alisha Lear and seconded by James Mobley to adopt the agenda . Motion passed unanimously.

**Adopt Minutes of December 10, 2013** A motion was made by Alisha Lear and seconded by Charles Trimble to adopt the minutes. Motion passed unanimously

**Public Comment**: Catherine Ferdall and Brenda Siltig from the Area Guidance C enter provided information regarding housing contracts and the services they offer to mentally ill individuals. These programs encompass short term to long term housing along with day program services to assist mentally ill individuals to become integrated into the community. In addition they offer a work program that allows participants to earn money and get work experience.

Dr. Mkay Bonner reminded everyone of the banquet they are hosting next week to recognize officers and have a pleasant evening. Continued education will be offered from 9 to 1 by Dr. John Simoneaux.

**Items for Discussion**:

**Financial Condition and Activities**: *With respect to the actual, ongoing financial condition and activities, the ED shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures.*

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriated Funds Policy

2. Fail to maintain integrity in expenditures of categorical funding services.

3. Acquire, encumber, or dispose of real property in violation of state and federal law.

4. Fail to aggressively pursue receivables after a reasonable grace period.

5. Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date.

The board monitors this by reviewing the Budget Report, i.e. Revenues/Expenditures. Everyone had an opportunity to review this material prior to tonight’s meeting. A motion was made by Alisha Lear and seconded by Kathy Waxman that we accept the report as given. Motion passed unanimously.

# Strategic Priorities: Initiatives Prioritized by the Executive Director and Governance Board on Current Year’s Needs and Strategic Plan. The list of the Strategic Priorities is found on page 29 of the Manual. This provides an overview of the expectations of the ED “based on current year’s needs and Strategic Plan"

Discussion held re: reviewing previous strategic priorities and developing new ones for upcoming year. Dr. Sizer stated that the priorities for 2013 have been met. (Secretary Note: with exception of completion of Phase 111)

*See information in New Business.*

**Old Business**

1. Orientation of Board Members. Dr. Tarver outlined some of activities that need to occur when we have turnover resulting in new members to the board. He is working on a resolution to present to the board that will outline a process to train newly appointed members to the board. We want to avoid “on the job training” as much as possible and a formal process will facilitate achieving that goal.
2. Status of Forum preparation

Dr. Tarver stated that this process is still being prepared. The chair of that committee, Leslie Durham, is not present tonight due to a death in her family. We will table this to the next meeting.

Dr Sizer stated that his staff is preparing to do a series of town hall meetings in some of the outlying parishes, beginning with West Carroll, Madison and Tensas parishes. He is, of course, looking for support from the board members in each of the parishes where these meetings are held. The newsletter is another avenue to provide information to the communities served by the District.

**New Business**

1. Presentation of slate of officers recommended by committee and nominations by the board members, if any.

Officers were nominated and elected as follows

**Chairperson**: Joyce Brazzel nominated Alias Lear for Chairperson and Lorraine Reed seconded the motion. There were no nominations from the floor. Vote was unanimous.

**Vice-Chairman:**  Alisha Lear nominated and Dr. E.D. Baker seconded a nomination for Joyce Brazzel for Vice-President. There were no nominations from the floor and vote was unanimous.

**Treasurer:** Ms. Anna Toston-Edwards was nominated to continue her role as treasurer but she had to decline due to health issues. Dr. E. D. Baker nominated Kathy Waxman and Terri Spence seconded that nomination. There were no other nominations from the floor. Voting was unanimous.

**Secretary:** James Mobley nominated and Joyce Brazzell seconded a nomination for Melba Sandifer to continue as secretary. Vote was unanimous.

1. Strategic Priorities (MEANS) Policy for 2015.

*Last year’s priorities were discussed in previous meetings. A committee was formed to recommend to the board the priorities for the current year. A decision was made at the last meeting to have this final report due to the board in February rather than this month.* This is on agenda in the event the committee is prepared to provide a preliminary report. If not, we will address in our February meeting.

The strategic planning committee met today. That meeting focused on strategic planning for 2014/15. They will get a report out by the end of the week, and will be ready to discuss at the February meeting.

Dr. Sizer provided a report on the plans for the New Year for Behavioral Health.

.

1. **Discussion re: term limits/reappointment to board and review of appointment dates of all board members.**

Information was provided to each of the board members regarding their status re: dates of appointment, etc. Discussion was held re: procedure for continuing on the board. The current member has to be nominated/approved by the current parish governing body that initially placed them on the board. Everyone who is affected by a term limit date is to contact their local appointing authority and request to be re-appointed.

Motion was made by Charles Trimble and seconded by Alisha Lear that we adjourn. Motion was passed unanimously and meeting was adjourned.

.

**Next Meeting February 11, 2014**