NORTHEAST DELTA HUMAN SERVICES AUTHORITY

MINUTES FEBRUARY 19, 6PM

OUACHITA PARISH HEALTH UNIT 1650 DESIARD ST.

COMMUNITY MEETING ROOM

Call to Order by Dr. Gene Tarver

Roll Call was conducted and a Quorum was present.

Persons present were: Dr. Gene Tarver, Rusty Semon,

Prayer was led by Charlie Trimble

**Persons present** were: Dr. Gene Tarver, Rusty Semon, Chuck Halley, James Mobley, Lorraine Reed, Terri Spence, Anna-Toston Edwards, Charlie Trimble, Dr. E.H. Baker, Joyce Brazzell, Thelma Merrills, Alisa Lear, and Melba Sandifer

**Not Present:** Jerrilene Washington, Lakeisha Powell, Wendy Calahan, and Kathy Waxman

**Recognition of Guests**: Present for the initial part of the meeting was Alicia Banks of Families Helping Families and Jimmy Powell of OCDD. They left the meeting prior to the Board discussing, by name, the top applicants for the ED position.

**Adoption of Agenda.** A motion was made by Anna Toston-Edwards to adopt the agenda. This motion seconded by Ms. Joyce Brazzell No additional discussion; approved by unanimous vote.

**Adoption of Minutes of January 8, 2013**: Motion was made by Dr. E.H. Baker to approve the minutes, seconded by Alisa Lear; approved by unanimous vote.

**Facilitator’s Report / Comments** Mr. Russell Semon. He discussed requirement for board to be approved by plurality of local governance. Responses received from 5, need 7. He will follow up on this action.

HR will only be available to our region for one year. The schedule by DHH is to move staff and budget over for 7-1-2013. DHHR HR can offer suggestions for individuals with experience locally that might be available to assist with the transition. The ED will have to hire someone for HR for this transition. Budget we are allocated should be sufficient for ED and Administrative support.

**Items for Discussion:**

**Executive Director / Committee update / Selection process**   
The board went into executive session in order to discuss the ED committee’s report and discuss the selection process for the ED position.

The ED committee presented scoring information for 52 applicants. Copies of the scoring sheet were provided to the board, identified only by number.

From that information, the top 14 candidates were selected and recommended to the board by the ED committee. After review of the scoring sheets by the board, a motion was made by Thelma Merrills to accept the report of the ED committee and that motion was seconded by Dr. E.H. Baker. That motion was approved by unanimous vote.

Discussion followed re: notifying the ones not selected for first round interviewing. A motion was made by Mr. Trimble that letters be sent to the non-accepted applicants and Joyce Brazzell seconded that motion. The motion was passed unanimously with no additional discussion. Dr. Tarver will draft a letter to all of those applicants not selected, and Alisa Lear is responsible for emailing those letters.

A motion was made by Mr. James Mobley to notify the 14 the board approved and schedule those interviews. That motion was seconded by Mr. Charlie Trimble. Ms. Lear will also assume responsibility to notify the applicants to be interviewed and develop the schedule of interviews. Out of state applicants will be interviewed by Skype, and in-state applicants will be expected to be interviewed face to face. A motion was made by Mr. Trimble and seconded by Ms. Lorraine Reed for the interviews to be scheduled for March 5th and 8th from 8 am to 5 pm. The motion was passed unanimously with no additional discussion.

Discussion was held regarding prioritizing of the ED interview questions to decrease the number of questions. A motion was made by Ms. Joyce Brazzell for the ED selection committee to take the current questions, prioritize and, again, decrease number of questions prior to the interviews. The board will accept the recommendations to the ED selection committee re: prioritizing and decreasing the number of questions. This motion was seconded by Loraine and with no further discussion by the board the motion was approved unanimously.

Old Business:

Mileage forms need to be submitted by June 30th.

A motion was made by Terri Spence and seconded by Anna Toston-Edwards that we adjourn. Motion was unanimously approved.

Next meeting will be 3-12-2013 at 6 pm.