**NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)**

**Minutes May 13, 2014**

OUACHITA PARISH HEALTH CENTER

1650 DESIARD St, Monroe, LA 71201

COMMUNITY MEETING ROOM

Meeting was called to order by Chairperson, Alisa Lear. A quorum was met and prayer was held.

 **Board Members Present:** Dr. Gene Tarver, Thelma Merrells, Chuck Halley, Lorraine C. Reed, Joyce Brazzel, Mike Shipp, James Mobley, Lakeisha Powell, Charlie Trimble, Leslie Durham, Alisa Lear, Kathy Waxman.

**Present:**  Dr. Monteic Sizer, ED.

**Board Members not present:** Dr. E. H. Baker, Anna Toston-Edwards, Terri Spence. Melba Sandifer participated by phone. (Could not vote but was able to take notes for minutes)

**Recognition of Guests:** Laura Nettles, Families Helping Families of NELA; Rhonda Van Buren, Parent; Karis, Daughter of Ms. Rhonda Van Buren and Lula M. Van Buren, (mother in law of Rhonda Van Buren).

**Adopt Agenda** A motion was made by Leslie Durham and seconded by James Mobley to accept agenda as written. Approved by unanimous vote.

**Adopt Minutes of April 8, 2014** A motion was made by Mike Shipp and seconded by Lorraine Reed to accept minutes as written. Approved by unanimous vote.

**Public Comment:**

Guests were advised that we would be going into executive session at the end of the meeting (approximately 6:30 pm) and no further board business would be discussed after that session. Visitors were advised that we welcome comments from them.

**Items for Discussion**: ***Policy/Board Business***

1. **Meeting Time Change vs. Location Change to ensure completion by 7PM** Discussion was held re: requirement to leave the building no later than 7:15 pm. This limits our ability to continue as long as necessary if discussion requires us to remain. We can meet at the Ouachita Parish Library but there is a $15 monthly fee. Dr. Tarver made motion to meet at current location at 5:30 rather than 6 pm and motion was seconded by Lorraine Reed. Motion passed unanimously.

***Executive Limitations – ED Report***

1. **Financial Conditions & Activities** – ***Budget Report*** Dr Sizer sent report prior to meeting and members have had an opportunity to review the budget prior to tonight’s meeting. Self-generated funds have increased from $300,000 last year to over $500,000 this year. Dr. Tarver advised board we are in a good financial position and hope to be in a better position next year. Motion was made by Leslie Durham and seconded by Dr. Gene Tarver to accept this report as written. Motion passed unanimously.

2. **Emergency ED Secession plan**. Dr. Sizer’s recommendation is in compliance with board requirements and requests in this area. A motion was made by James Mobley and seconded by Mike Shipp to approve plan as written. Motion passed unanimously.

***Board Compliance***

1. **Chairperson’s Role**: This information was reviewed by board members prior to tonight’s meeting. A motion was made by Joyce Brazzell and seconded by James Mobley to accept this information as written. Motion passed by unanimous vote.

2. **Board Members’ Code of Conduct** : This information was reviewed by board members prior to tonight’s meeting. A motion was made by Charles Trimble and seconded by Thelma Merrells to accept this information as written. Motion passed by unanimous vote.

3. **Board Members’ Self Evaluations:** Dr. Gene Tarver made a motion, seconded by Leslie Durham to move this item to our next agenda. Motion passes unanimously.

4. **Governance Manual Updated:** A motion was made by Dr. Tarver and seconded by Joyce Brazzell that we leave this item to be monitored on an regular basis to ensure updates as warranted. Motion passed unanimously.

5. **Update Strategic Plan** Motion was made by Kathy Waxman and seconded by Dr. Gene Tarver that this item be continued to our next agenda. The plan was approved at our last board meeting and updates can be looked at periodically.

**Old Business:**

1. **Bylaws –Meeting Attendance-** P***olicy Review/ Recommendation by Committee***  Mike Shipp and Dr. Gene Tarver were asked to look at this policy and make recommendations. They looked at unexcused absence policy and the number of overall absences for a year. They are looking at a total of four absences in a year, whether excused or unexcused as being cause for board action re absences. Two consecutive unexcused absences (did not notify chair or vice chair of intended absence) would merit board action.

There was discussion re vacant positions and how they affect our quorum. Discussion re: the number of board members present in order to vote on Bylaws. Mike Shipp and Dr. Gene Tarver will prepare written amendment and send it out prior to the next meeting. This will give board members time to review their recommendation. They will then introduce the amendment to the By-Laws at the June meeting, and, after allowing for a thirty day review, we will vote on it in July. Melba Sandifer will provide all board members with a current copy of the By-Laws.

2. **Change to Simple Majority** – Motion required re: definition of quorum. This is being continued to our next meeting to allow board members to review the By-Laws prior to discussion.

 **New Business:**

1. **Phase III readiness – 6/10/14- Engagement-Future Plans- Progress to Ends**

**Mission-Vision-Policies within LGE** Assessment will be held June 10. Alisa will assure the health unit is available from 1-5 that day in addition to our regular meeting time. Dr. Sizer reported that they are ready internally as their material is already in the drop box and the team is starting to review that material.

2. **Future Focused Agenda – Ideas/Agenda Changes** Alisa Lear asked everyone to be reviewing their Future Focused Agenda workbook for the next meeting, especially pages 19 through 21. We may want to change our agenda to follow those examples, especially page 19.

**ED Evaluation – Executive Session**

Dr Gene Tarver made a motion, seconded by Leslie Durham, to go into executive session for purpose of discussion of Ed Evaluation.

Executive session was concluded and a motion made by Dr. Gene Tarver and seconded by James Mobley to finalize board meeting with discussion re: salary recommendation. Motion passed unanimously.

After much discussion, a motion was made by James Mobley and seconded by Thelma Merrells to offer a 10% pay raise to Dr. Sizer. Motion was passed.

**Adjournment**

A motion was made by Kathy Waxman and seconded by Dr. Tarver to adjourn the meeting. Motion passed unanimously.

**Next Meeting Scheduled** – **June 10, 2014**

**\*\*\*\*\*\**Please note new starting time: 5:30 PM***