**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**AGENDA March 11, 2014 6 PM**

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

**COMMUNITY MEETING ROOM**

1. **Meeting called to order by Alisa Lear.**

Roll was held and a quorum was met. Prayer was given by Dr. Tarver.

**II. Attendance:**

**Board Members Present:**

Dr. E. H. Baker, Dr. Gene Tarver, , Lorraine Reed, Joyce Brazzel, James Mobley, Lakeisha Powell, Melba Sandifer, Charlie Trimble, Terri Spence, Alisa Lear, Kathy Waxman

**Board Members Not Present**

Leslie Durham, Anna Toston-Edwards, Thelma Merrells and Chuck Halley

**Executive Director, Dr. Sizer, present.**

**Recognition of Guests**

Dr. Mkay Bonner, NEDCIT, and MAGC, Sgt Mark Johnson, NEDCIT and MAGC, Rebecca Walker, Easter Seals, Laura Nettles FHF of NELA

**III.** **Adopt Agenda:**

Motion was made by Kathy Waxman and seconded by James Mobley to approve agenda.

Motion was passed with unanimous approval. Adopt Minutes of January 14, 2014 Motion was made by Joyce Brazzel and seconded by Lorraine Reed to approve the minutes with minor spelling correction. Motion was passed with unanimous approval.

**IV.** **Public Comment:** Mark Johnson, Sgt. with MPD, and representative from Northeast Delta

**a**. Crisis Intervention Team voiced support of board and Dr. Sizer, and reminded everyone that they are here to support the board in any way they can. He provided an update of the status of their training for law enforcement, Region wide.

**b.** Laura Nettles with Families Helping Families commented that she was impressed with the meeting in Oak Grove.

 **c**. Discussion was held regarding the Behavioral Conference that was held Monday afternoon. This conference was sponsored by the Regional Advisory Council.

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

1. **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.*

 The board monitors this by reviewing the Budget Report, i.e. Revenues/Expenditures

 that are provided by the ED every month.There was discussion related to the issues with billing and Magellan. Magellan has a contract with the state, and the legislature will be determining if that contract is continued. It is imperative that the billing issues be corrected as that directly affects ability to recoup monies for services offered. Kathy Waxman made a motion and Dr. Baker seconded the motion to accept this report. Motion passed unanimously.

# b. Financial Planning and budgeting:

*Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board’s Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.*

The board monitors this by reviewing the budgeting information submitted by DOA and reported on by the ED. Dr Sizer stated that some of the financial information may be submitted a month behind the meeting due to the date of receipt from Baton Rouge. No additional information or questions were generated. Joyce Brazzel made a motion and Lakesha Powell seconded the motion to accept the report as written. Motion was passed unanimously.

**c. Treatment of Consumers**

W*ith respect to interactions with consumers or those applying to be consumers, the ED shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.*

The board monitors this by reviewing satisfaction surveys, grievance reports, or complaints, if applicable. Board is going to have a point of entry on the web site where consumers can confidentially post concerns/comments. Board Chairman will get information and pass on to board and Executive Director as appropriate. Processes are in place to assure consumers know who to contact if problem persists.

If someone makes a complaint to a board member, they will refer the complaint to Dr. Sizer. Motion to accept report as provided was made by James Mobley and seconded by Terri Spence. Motion passed unanimously.

**VI. Old Business**

1. **Orientation of Board Members.** This was carried forward to the April meeting to be discussed as new business at that meeting.
2. **Preparation for Phase111 Assessment. Update re: status**. The first town hall meeting that was held in West Carroll recently and went quite well. There was a good representation from the community and community feedback has been positive. Dr. Sizer plans to have the town halls completed by June. The board will be very active in this process. The expectation is that as individual town halls are conducted, the board member from that parish will be actively involved in the process as was the case in West Carroll with the board member serving on a panel to answer questions from the community. Dr. Sizer stated that community engagement across the region has been very active with use of radio stations, community prevention partners, and local papers engaged in education of the individual communities.

**VII**. **New Business**

1. **Strategic Priorities**

Report from committee assigned to recommend priorities for current year. Alisa Lear reported that she will submit the completed priorities to board members and we will be ready to officially review and approve at our April meeting. Dr. Sizer gave information re: efforts to assure compliance with priorities. Those include but are not limited to: Looking for other funding sources; developing a centralized billing plan; increase by Magellan in appropriately responding to billing; ensuring staff competency for all aspects of assignments, etc. We have serious collection issues with Magellan and those must be corrected. In addition, the culture of the organization has changed in that the state has never required regions to generate money as is the expectation now. This changes focus for staff from time spent on services to competency of services generated.

1. **Reappointments of board members.** James Mobley requested a letter sent to Caldwell Parish Police Jury. Several Police Juries have approved reappointments of board members. Dr. Tarver will talk to OCOG, and Alisa Lear will get letters out that are still needed.
2. **ED performance evaluation. (Extend discussion to April given our missed meeting in Feb?).** This is being added to the agenda in April.
3. **New policy recommendation re: Treatment of Providers**. Policy recommendation was reviewed and will be voted on at the April meeting in order to comply with the requirement for a thirty day consideration period prior to voting on amending our Bylaws.
4. **Retreat or Board Improvement**: **Discussion re: best method to assure board continued compliance with policy etc, while changing focus to growth and forward thinking. (Review Page 14 of Governance Manual**)

Rather than have a formal retreat, we will have education provided to board members prior to each meeting. Today, executive staff from Dr. Sizer’s office was available to discuss their roles and answer questions. Other executive staff will be available prior to our next board meeting. We officially start our board meeting at 6 pm. This training and education component will begin at 5:30. Board members are requested to think about specific training they feel they need so that these issues can be addressed.

1. **Recommending changing Bylaws to a simple majority.** Discussion was held and we will consider for the thirty day period prior to voting on the proposed amendment.
2. **Sign conflict of interest policy.** Everyone is to confirm that they have signed Conflict of Interest forms and submitted to Secretary, or have them available at the next meeting.
3. **Adjournment**

Motion was made by Charles Trimble and seconded by James Mobley that we adjourn. Motion was carried unanimously.

**IX. Next Meeting April 08, 2014, 6 PM**

Pre-meeting board education/training at 5:30.