**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**JULY 9, 2013 6PM**

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

**COMMUNITY MEETING ROOM**

Meeting opened by Anna Toston-Edwards. Roll call was held and a quorum was met.

**Present: Board Members**: Melba Sandifer,Terry Spence, Leslie Durham, Alicia Lear**,** Windy Calahan**,** Dr. E.H. Baker**,**

Anna Toston-Edwards**,** Lorraine Reed**,** Jerrilene Washington**,** James Mobley**,** Charlie Trimble,Kathy Waxman

Dr. Monteic Sizer, ED,

**Absent**: Gene Tarver , Thelma Merrells, Chuck Halley, Joyce Brazzel, Lakeisha Powell

Prayer by Alisha Lear

**Recognition of Guests** Steve Banks, OCDD; Parent Alisha Banks; Parent Laura Nettles. Christopher Stone, Region VIII Advisory Council, MH

**Adopt Agenda / Adopt Minutes of June 11, 2013** A motion was made by Dr. E. H. Baker and seconded by Windy Calahan to accept agenda. Motion was passed by unanimous vote. Minutes were reviewed and a motion was made by Leslie Durham and seconded by James Mobley to accept the minutes. Motion was passed by unanimous vote. **Public Comment** (Does the Board have a public comment policy?) Discussion was held regarding comment cards and timing of addressing the issues identified in those cards. Cards will clarify if individual wishes to address an item on that days agenda. If so, they can be recognized and offer comments during that section. If not, then their questions/comment can be added to the next agenda. The Board cannot discuss items that are not on the posted agenda as the agenda cannot be changed more than 24 hours prior to meeting. The agenda will be posted on the website prior to the meeting. A motion to accept the above policy was made by Leslie Durham and seconded by Alisha Lear. Motion was passed by unanimous vote

**Items for Discussion:**

**Executive Limitations – Communication and Support to the Board (ED Report)**

**Fiscal Condition and Activities (Budget)**

Dr Sizer orally reviewed part of his written report to the board, i.e. new EIN#, transfer of staff, ED attendance at HSA council meeting, etc. In addition he advised the Board that he was notified today that the Authority "received" over eleven million dollars (three million to OCD and eight million to OBH). This money is part of the "shadow year" with DHH. Capital outlay challenges were discussed.( Utilities, old buildings, Soar building, etc). Have been focused on integrating OBH and OCD in to a team, looking at client data to determine productivity level and outcomes, quality of service etc.

A motion was made by Alisha Lear and seconded by Jerileen Washington to accept the ED report. Motion was passed by unanimous vote.

**Governance Process** Agenda Calendar (In looking at the agenda calendar in the Governance Manuel there are no items listed for mandatory discussion by the board in the month of July other than the Fiscal Condition and Activities listed above. ) The agenda is to serve as a tickler system for us. As we review different items each month we utilize our monitoring tool to document discussion of that item, etc. Dr Sizer provides us with a written report each month. We are to review it and use that report, along with our questions in the board meeting to evaluate his performance. At the end of the year we can compile those monitoring forms and be better prepared to evaluate his overall performance. In re: his report, we have to decide how we want the report presented. The board as a whole has to decide layout of report, i.e. charts, graphs etc. His report will come a week in advance of the meeting.

**Orientation of ED**. Alicia reported that we are on track with that requirement.

**Expense Reports:** Have been submitted and are being processed by State Office. Some are being sent back for correction and may come back to individual board members for review and correction.

**Board Member Self-Monitoring Tool.** Discussion re: importance of each board member completing this tool on a consistent basis.

**Phase 11 Work Plan Review:** Discussion re: forum. Will utilize members who participated in previous forum, along with new members and Dr. Sizer and his staff. A motion was made by Alisha Lear and seconded by Kathy Waxman that a committee be formed including Dr. Sizer, Leslie Durham and Windy Calahan. Motion was carried by unanimous vote Leslie will contact other members to assist in developing the forum which will be scheduled for the end of August. Hopefully we will be able to utilize a public facility to avoid any unnecessary expense.

**Appointing Authority** This has been signed and sent to Baton Rouge.

**Adjournment:**  Motion was made by Leslie Durham and seconded by Kathy Waxman that we adjourn. Motion was carried by unanimous vote.

Next Regular Meeting August 13, 2013 6 PM