**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**MINUTES FOR SEPTEMBER 10, 2013**

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

**COMMUNITY MEETING ROOM**

Meeting was called to order by Dr. Gene Tarver. Prayer was led by James Mobley. Roll Call was held and a quorum was met.

Members Present: Dr. Gene Tarver, Anna Toston-Edwards, Thelma Merrells, Chuck Halley, Lorraine Reed, Joyce Brazzel, James Mobley, Melba Sandifer, Leslie Durham, Terri Spence, Alisa Lear, Windy Calahan

ED present: Dr. Monteic Sizer

Members not present: Dr. E. H. Baker, Lakeisha Powell, Charlie Trimble, Kathy Waxman

Recognition of Guests : Ms Jean Hartog, Regional Prevention Coordinator who is with Dr. Sizer and housed in his office. Mr. Mark Rainwater, COB for ARC in Morehouse Parish,

**Adopt Agenda** A motion was made by Leslie Durham and seconded by James Mobley to approve/accept the agenda. Motion was passed unanimously.

**Adopt Minutes of August13, 2013:** A motion was made by Alisa Lear and seconded by Anna Toston-Edwards to adopt the minutes as written. Motion was passed unanimously. Dr. Tarver did receive a letter of notification of resignation from the Board from Jerrilene Washington. Joyce Brazzell advised the group that she sent an email to the parish officials in Union parish and met with a gentleman this morning. She gave him the description of board member’s job, and reinforced what she felt were the most important aspects of that job description. He has a packet of material she left with him to review and discuss at the community meeting scheduled for tonight. She also provided him with copies of the survey instrument and asked that he distribute them in the community. They are to make a recommendation tonight to appoint someone to the board. A decision will not be made until next month.

**Public Comment:** There were no public comments or questions tonight. Dr. Sizer’s staff will assume responsibility at the next meeting to provide comment cards.

**Executive Director report:**  Dr. Sizer gave information regarding programs being used to look at the curriculum in the school systems and to provide services to younger children. For example, the prevention programs allow us to focus on young people, i.e no selling cigarettes to young people, teaching positive action life skills, etc) He stated that they are also involved in coalition building and coalition work. Discussion re: working with OCDD clients, especially the younger ones, focusing on social skill building and ability to get along with each other.

**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.*

Discussion by board members related to the budget forms provided by Dr. Sizer for tonight’s meeting. There was general consensus that if we as a board want more/different information for each meeting we have to decide exactly what we want and advise Dr. Sizer. He is willing to provide what we want, but needs to have clarity as to what specific information is involved. There was much discussion regarding this issue but no motions were made for specific recommendations. ***Everyone is to review the budget form provided and we will address at next months’ meeting changes in that form we want expanded, if any.***

# Executive Limits: 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. For September we will monitor, through the ED report, the Budget Report: Revenues/Expenditures, Legislative Audit (if one has been completed) Escrow Report by Disability correlated to Strategic Plan. (Are there escrowed funds for the disability groups under the management of the district?)* Dr. Sizer reported that no Legislative Audit has been conducted since 2010. He will obtain a copy of that audit for our review at the next meeting.

# There was much discussion regarding the need for the ED report to track the bullets of the policy subsections and expectations. A motion was made by Alisa Lear and seconded by Anna Toston-Edwards to that effect. Motion was passed by unanimous decision.

**Global Gov. Commitment:** *The purpose of the board, on behalf of Northeast Delta Human Services Authority (NEDHSA), is to see to it that the Authority; 1) achieves appropriate results consistent with the mission of the agency for serving persons living in the community with mental illness, addictive disorders & developmental disabilities, consistent with the terms of the enabling legislation and the MOU/Framework, signed between NEDHSA & DHH, 2) is consistent with the approved NEDHSA strategic plan and is fiscally responsive, and 3) avoids unacceptable risk and situations.*  Dr. Sizer reported that OBH was recently certified by the CARF program. Certification by CARF documents that quality services are being offered and provided by OBH staff. Currently there is no certification program for the OCDD program. Dr. Sizer will explore whether or not there is a certification program for OCDD services similar to CARF for OBH services.

Discussion was held regarding monies due from Magellan and the changes needed to assure better billing to result in more consistent collection of monies due for services rendered. A new system is being considered, ICAN Notes. This system should allow for much more efficient record keeping.

**Governance Style:** *The board will govern with an emphasis on 1) outward vision rather than internal preoccupation; 2) encouragement of diversity in viewpoints, 3) strategic leadership rather than administrative detail, 4) clear distinction of board and executive director roles, 5) collective rather than individual decisions, 6) future rather than past or present; and 7) proactively rather than reactively.* Mr. Semon talked to the Board regarding our responsibilities as a governance board. Refer to previous minutes for statements from Mr. Semon re: this area as it has been discussed several times previously.

**Board Job Description:** *The job of the board is to represent the NEDHSA in determining and demanding appropriate organizational performance.*  Refer to note under Governance Style.

**Old Business**

**Forum:** Leslie provided a report that stated that the consensus of the group was that the surveys would suffice for Phase II. We could start working on getting a forum together for Phase III, after the Phase II Assessment. Dr. Tarver stated that he believes we should have a forum combined with the information from the surveys. Although there was much discussion regarding this issue, no motions were made regarding having a forum plus the surveys or staying with utilizing the surveys and planning a forum later for Phase III.

**Status of surveys**  Dr. Sizer provided a report regarding preliminary assessment of the surveys that have been submitted. The decision had been made to extend the deadline for return of the surveys until the 15th of September. This was done in hopes of receiving more surveys. Currently 28 surveys have been received. (13%). Dr. Sizer stated that even with this low return, they have been able to extrapolate some information from the surveys. Hopefully we can have a full report by the date of our next board meeting. Mr. Semon reminded us that we are to use the results of the surveys to create the ENDS that will serve as our mission and keep us focused on our goals and commitment to quality services.

Board members are to take the surveys to their respective communities and provide them to community members. This would further serve to demonstrate the board’s commitment to and involvement in the process.

**Phase II Work-plan Review/ Preparation for Assessment**

Alisa reported that the group has completed the check list and looked at what needs to be accomplished.

The Board will be in a position to take the information we currently have from the surveys and create the ENDS. This group will look at the information and provide a report to the board at the next meeting regarding recommendations for ENDS. The board can then review, discuss and decide upon an ENDS statement. At that time we will also agree on the date of the Phase II Assessment.

**Travel Reimbursement.** Every one received their monies. Special thanks to Brittany Vigel with DHH travel as she was very helpful.

Motion to adjourn was made by Alisa Lear and seconded by Leslie Durham that we adjourn. Motion passed unanimously.

Next Regular Meeting October 8, 2013