**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**AGENDA December 10, 2013 5 PM**

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

**COMMUNITY MEETING ROOM**

Call to Order / Roll Call / Quorum / Prayer

Recognition of Guests

Adopt Agenda / Adopt Minutes of November 12, 2013

Public Comment:

**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.*

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriated Funds Policy

2. Fail to maintain integrity in expenditures of categorical funding services.

3. Acquire, encumber, or dispose of real property in violation of state and federal law.

4. Fail to aggressively pursue receivables after a reasonable grace period.

5. Fail to provide the board with a monthly financial report that includes at a minimum, expenditures and revenues year to date.

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

**Asset Protection** *The ED shall not allow agency assets to be unprotected, inadequately maintained, or unnecessarily risked.* Accordingly, the ED shall not:

1. Subject plant and equipment to improper wear and tear or insufficient maintenance.
2. Unnecessarily expose the organization, its board, or staff to claims of liability.
3. Make any purchase that fails to comply with applicable State regulations & laws
4. Enter into a contract or commit the organization to any expenditure of non-appropriated funds greater than $10,000 without board approval.
5. Fail to protect intellectual property, information, and files from loss or significant damage.
6. Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor’s standards
7. Endanger the organizations’ image or credibility, especially in ways that would hinder accomplishment of its mission.
8. Allow access to petty cash or charge accounts without adequate controls and safeguards to ensure that their use is limited to reasonable and necessary organizational expenses.

# Strategic Priorities: Initiatives Prioritized by the Executive Director and Governance Board on Current Year’s Needs and Strategic Plan. : The list of the Strategic Priorities is found on page 29 of the Manual. This provides an overview of the expectations of the ED “based on current year’s needs and Strategic Plan”.

**Old Business**

1. Comments Collected on ED’s Performance
2. Exec. Comm./Full Board Discussion This is a discussion of ED performance. We will review our comments from previous meetings. A copy of the form is attached to this agenda.
3. Review of Orientation of Board Members. Policy vs. Implementation

**New Business**

1. Discussion re: Assessment process and team recommendations/comments. Status Update on NDHSA Strategic Plan Selected Initiatives
2. Convene Nominating Committee for officers
3. Policy Limits Form Initialized by ED

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Next Meeting January 8th, 2014, 6 PM

Adjournment