



**Central La Human Services District – Board Meeting Minutes
Office of Public Health Conference Room, Alexandria, La
Thursday, July 13, 2017**

Members Present: Priscilla Jeansonne (Avoyelles Parish); Shirley Washington (Catahoula Parish); Dr. Brenda Moore (Concordia); Kathy Scarborough (Grant); Anthony Jackson (LaSalle Parish); Bob Westmoreland, (Vernon Parish); Dr. Renata Pilatova (At-Large/Rapides); Dr. Charles Ugokwe (At-Large/Rapides Parish); Dayna Davis (At-Large/Rapides Parish).

Members Absent: Randa Connor (Winn Parish). Rapides – Vacant

Guests: Michael DeCaire, Ph.D. (Executive Director), Karin Shrader (CFO); Crystal Hurt (HR Specialist), RoseMary Futrell (Administrative Assistant/Board Liaison), Vic Dennis, Cheryl Dubois (Community Outreach Specialist), Clarise Martin, Sandy Guynn, Darrell Rodriguez.

**Guynn and Rodriguez to be voted in as new members after annual meeting*

AGENDA ITEM	DISCUSSION / ACTION
Call to Order/Quorum	Bob Westmoreland called to order the meeting at 5:30 pm. 9 of 10 board members personally present.
Opening Prayer and Pledge of Allegiance	Bob Westmoreland led the prayer and Dayna Davis led the Pledge of Allegiance.
Annual Meeting Present Slate of Officers Vote for Officers Seat New Officers Adjourn Annual Meeting	Bob Westmoreland read the Committee report on the slate of Officers. The slate of Officers was presented to the Board. Bob Westmoreland asked if there were nominations from the floor. None received. Kathy Scarborough/Shirley Washington moved/seconded to cease nominations. Motion Carried. Ballots were handed out and members voted. Ballots were collected. The slated was voted by acclamation. The new and previous officers moved to their new positons at the table. Dr. Charles Ugokwe – Chair, Priscilla Jeansonne – Vice Chair, Dayna Davis – Secretary, Dr. Brenda Moore – Treasurer. Kathy Scarborough/Dr. Brenda Moore moved/seconded to accept adjourn annual meeting. Motion Carried.
Read and Approve July 2017 Meeting Agenda / Solicit Public Comment Requests	Dr. Brenda Moore/Priscilla Jeansonne moved/seconded to accept July 2017 agenda. Motion Carried.

<p>Consent Agenda</p> <p>June 2017 Board Meeting minutes</p>	<p>Priscilla Jeansonne/Dr. Brenda Moore moved/seconded approval of June 2017 minutes. Approved with no changes and motion carried.</p>
<p>Introduction and Accept New Board Members</p>	<p>Introduced and voted 2 new members, Darrell Rodriguez from Rapides Parish and Sandy Guynn from Vernon Parish. Kathy Scarborough/Shirley Washington motioned/seconded the appointment of Darrell Rodriguez and Sandy Guynn.</p> <p>Dr. Brenda Moore agreed to mentor new member, Darrell Rodriguez and Dayna Davis agree to mentor new member Sandy Guynn.</p> <p>Approved and motion carried.</p>
<p>District Reports</p> <p>ED Monthly Report</p> <p>Financial Report</p>	<p>Dr. DeCaire read his monthly Executive Director report to the board and public and fielded questions.</p> <p>Karin Shrader reviewed the May 2017 financial report with the Board and fielded questions. Kathy Scarborough/Dr.Charles Ugokwe moved/seconded to accept the May 2017 financial report.</p>
<p>Policy Reviews</p> <p>III.A. Global Governance Commitment</p> <p>III. B. Governance Style (and corresponding procedure)</p> <p>III. C. Board Job Description</p> <p>III. D. Board Member Job Description (corresponding procedure)</p> <p>III. E. Calendar Planning (corresponding procedure)</p>	<p>Kathy Scarborough presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Priscilla Jeansonne/Anthony Jackson moved/accepted to accept the report; discussion allowed; motion carried.</p> <p>Priscilla Jeansonne presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Kathy Scarborough/Shirley Washington moved/accepted to accept the report; discussion allowed; motion carried.</p> <p>Dr. Renata Pilat presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Anthony Jackson/Dr. Brenda Moore moved/accepted to accept the report; discussion allowed; motion carried.</p> <p>Anthony Jackson presented his report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Priscilla Jeansonne/Dr. Pilat moved/accepted to accept the report; discussion allowed; motion carried.</p> <p>Dayna Davis presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Sandy Guynn/Dr. Brenda Moore moved/accepted to accept the report; discussion allowed; motion carried.</p>

<p>III. F. Chairperson’s Role (corresponding procedure)</p>	<p>Dr. Charles Ugokwe presented his report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Dr. Brenda Moore/Shirley Washington moved/accepted to accept the report; discussion allowed; motion carried.</p>
<p>III. G. Board Member’s Code of Conduct and Conflict of Interest (corresponding procedure)</p>	<p>Bob Westmoreland presented his report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Dr. Brenda Moore/Kathy Scarborough moved/accepted to accept the report; discussion allowed; motion carried.</p>
<p>III. H. Board Committee Principles</p>	<p>Dr. Brenda Moore presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Anthony Jackson/Priscilla Jeansonne moved/accepted to accept the report; discussion allowed; motion carried.</p>
<p>III. I. Cost of Governance</p>	<p>Dr. Brenda Moore presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Kathy Scarborough/Shirley Washington moved/accepted to accept the report; discussion allowed; motion carried.</p>
<p>III. J. Board Attendance</p>	<p>Dr. Brenda Moore presented her report on this policy and found the Board to be in compliance with <i>no changes</i> at this time. Dayna Davis/Shirley Washington moved/accepted to accept the report; discussion allowed; motion carried. Dr.</p>
<p>Board Business</p>	
<p>Governance Manual Confirmation and Agreement (signature page)</p>	<p>Per Board calendar, members are to sign a signature page stating:</p> <ul style="list-style-type: none"> a) I understand the mission of CLHSD and agree to support the mission as it relates to the role I am assuming as a Governing Board member; b) I have received, read and understand the Board Members’ Code of Conduct and Conflict of Interest Policy; and I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of CLHSD, nor does any relative or business associate have such an actual or potential Conflict of Interest; c) I agree to comply in all respects with these policies.
<p>Verify Conflict of Interest Disclosure (signed statement)</p>	<p>All members except <i>Randa Connor</i> signed the signature page confirming they received an updated Governance Manual. Randa Connor was absent from this meeting due to illness.</p> <p>Crystal Hurt reviewed content of orientation binders with board members.</p> <p>Board members were asked to turn in their Conflict of Interest Disclosure forms. All members turned in Disclosure forms except <i>Randa Connor</i> who was absent due to illness.</p>

<p>Updated Orientations Binders</p> <p>Issuance of Waiver</p>	<p>Updated Orientation binders were handed out to all board members, except Randa Connor who was absent due to illness.</p> <p>According to Policy III. J. Board Attendance, <i>In the event that any member of the Board: (i) is absent from three consecutive regularly scheduled meetings of the Board inclusive of the annual Board Retreat, or (ii) is absent from three regularly scheduled meetings of the Board in any period of 12 consecutive months, such member (the “Resigning Member”) shall be deemed to have submitted his or her resignation as a member of the Board.</i> At the conclusion of the July meeting, Randa Connor had missed the last 3 meetings and Dr. Pilat had missed four meetings in the last 12 months. After discussion between Dr. Charles (chair) and Priscilla Jeansonne (vice-chair), they elected to issue a waiver to excuse all board members absences in the last 12 months. Anthony Jackson/Kathy Scarborough moved/seconded to accept the waiver; approved and motion carried; discussion allowed; motion carried.</p>
<p><i>Questions/Comments as Solicited</i></p>	
<p>NEXT MONTH</p> <p>1. Global Ends Statement</p> <p>2. Executive Limitations Review:</p> <p>a) II.B. Treatment of Consumers</p> <p>b) II. J. Ends Focus of Grants or Contracts</p>	<p>To be reviewed by Priscilla Jeansonne</p> <p>To be review by Dr. Michael DeCaire</p> <p>To be reviewed by Dr. Michael DeCaire</p>
<p>Announcements</p>	<p>Next Meeting: Thursday, August 10, 2017.</p> <p>Dr. DeCaire spoke about the upcoming Health Summit.</p> <p>Bob Westmoreland handed over the duty to lock up the building after each board meeting to Dr. Charles and Priscilla agreed to lock up in Dr. Charles absence.</p>
<p>Adjournment</p>	<p>Priscilla Jeansonne/Anthony Jackson moved/seconded adjournment at 7:30 p.m.; approved and motion carried.</p>