**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**July 17, 2023**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA

Called to Order: By Kristie Copeland at 5:31pm

Invocation and Pledge of Allegiance: Led by Doug Efferson

Roll Call: Crystal Rabo, Don Pledger, James Tidwell, Trudie Abner and Kristie Copeland were present. David Hoey was excused. Bossier, DeSoto, Natchitoches, Red River, Webster, and Governor Appointee #1 have no board representative at this time. A quorum of 5 out of 6 board members confirmed by Kristie Copeland, Board Secretary. Doug Efferson, Executive Director was present.

Approval of Agenda: Moved by James Tidwell to approve the agenda, seconded by Don Pledger, and unanimously approved.

Approval of the Minutes for May 15, 2023 and June 19, 2023: Moved by Don Pledger to accept the minutes as presented, seconded by Trudie Abner, and unanimously approved.

Guest and Public Comments: James Tidwell and Crystal Rabo were welcomed as new members of the Board.

Executive Limitations: Doug Efferson gave a summary of his written report on Financial Conditions & Activities, Communication and Support to the Board, Global Executive Constraints and Non-Appropriated Funds. Of note was the state legislature reducing our Self-Generated fund allocation from 1.2M to $839,420. This funding “sweep” was done state-wide to reduce budget allocations for FY24 in preparation for an expected budget shortfall. Doug Efferson also reported the Employee Appreciation and 10-Year Anniversary celebration was a great success. A brief discussion was held regarding the 2023 Legislative Audit. The report cited the need for a HR policy and process for time and attendance as well as a clarification of the Finance policy regarding what is considered delinquent debt, non-final bad debt, and final bad debt. Both policies have been put in place effective June 30th. In addition, Doug Efferson reported that funding swaps by the state allowed the use of state general fund dollars to pay for the renovation of the Shreveport Behavioral Health Clinic first floor break room instead of using the non-appropriated funds allocated by the Board. Also, the non-appropriated funding set aside for a position appointment in Minden was not needed, so all of the non-appropriated funds will roll over into FY24 for use on other projects/services. Don Pledger moved to accept the ED Board report, seconded by Trudie Abner, and unanimously approved without any policy changes.

Board Business: Kristie Copeland requested Doug Efferson lead the review of the Agenda Planning, Cost of Governance, Global Governance Commitment and Governance Style policies. A brief discussion was held regarding changes in the agenda calendar and the funds set aside for board training. A longer discussion was held regarding governance style and the expectations of board members. James Tidwell motioned to accept the policies with the proposed changes to the agenda calendar, seconded by Trudie Abner, and unanimously approved. Kristie Copeland presented the following slate of officers: Kristie Copeland, Board Chair; Trudie Abner, Vice-Chair; Don Pledger, Treasurer; David Hoey, Secretary. No additional nominations were made. Don Pledger moved to accept the slate of officers as presented, seconded by Crystal Rabo, and unanimously approved. The May Board Compliance Monitoring Summary Report was reviewed and accepted. The July Board Compliance Monitoring Tool was completed and given to Doug Efferson for summary. The next meeting date/time was agreed to be August 21, 2023 at 5:30pm.

Announcements/Acknowledgements: As an introduction to the new board members, each board member and Doug Efferson gave a summary of their past work experiences.

Adjournment: Don Pledger moved to adjourn the meeting at 6:44pm, seconded by Trudie Abner, and unanimously approved.

Minutes Prepared by Kristie Copeland, Board Chair