**Northwest Louisiana Human Service District (NLHSD) – Region 7**

Minutes (As Amended) of the Meeting of **Monday, October 21, 2013 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD was held on **Monday, October 21, 2013 at 5:30 pm**. The meeting was called to order by Chair Marcelle Slaughter at 5:37 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Njeri Camara, Margaret Lowery, Fred Jones, Wanda Brock, Marcelle Slaughter, Ora Rice, Deanna Fowler and Chris Nolen. Absent: Jennifer Partain, Margaret Lowery, Roland Pippin and Barbara Marshall. District Staff: Doug Efferson, ED. DHH Liaison: Russell Semon. Members of the Public signed attendance roster.

**Additions/Deletions to the Agenda.**

**Moved by Jones, 2nd by Camara to amend the agenda** to add “3.b. Board Meeting Attendance” to the agenda under New Business. **Unanimously approved.**

**Moved by Fowler, 2nd by Jones to amend the agenda** to add “2.e. Board Monitoring Summary Report” to the agenda under New Business. **Unanimously approved**

**Approval of the Agenda**

**Moved by Jones, 2nd by Camara to adopt the agenda as amended.** Ayes: Camara, Lowery, Jones, Brock, Slaughter, Rice, Fowler and Nolen. Nayes: None. Motion carried.

**Approval of the Minutes of September 16, 2013. Moved by Fowler, 2nd by Jones** to approve the Minutes of September 16, 2013.**Unanimously approved.**

**Guest and Public Comments:** Bobbie Thompson, Louisiana Association on Compulsive Gambling congratulated the Board for all the hard work and efforts toward passage of the Phase II Readiness Assessment.

**Agenda Items for Discussion/Action:**

**New Business**

1. **Executive Limitations**
   1. Communication and Support to the Board - On October 1st , District leadership met with LSU attorneys, psychiatrists and social work staff to improve the aftercare referral process for patients discharged to the District on judicial commitments. Proposed a memorandum that would allow credentialed LSU psychiatrists to write medication orders for patients on a judicial commitment, or who are prescribed an antipsychotic, and who have no insurance or ability to obtain medications upon discharge. Those orders would then be filled by the District pharmacy at the time of discharge so that patients can continue their medication uninterrupted until they are seen by a District psychiatrist. This memorandum concept is based on an existing OBH memorandum with the Department of Corrections. No Board compliance issue to report. No Board concerns received regarding ED communication methods, clarity of information presented, or communications to individual board members. All agenda items needing board approval have been submitted appropriately for such approval. Tina Rivera, our new Finance Director, completed and submitted our 2014-2015 budget packet on time. No feedback received yet.

* 1. Financial Conditions & Activities – No non-appropriated funds were collected this month. No unusual or extraordinary expenses to report. Finance Director is working on a new expense reporting tool for the Board which should be ready for next month’s Board meeting. No real property as acquired, encumbered, or disposed of in violation of state and federal la. Re-tagging of equipment is on track to be completed by January 1. $114,562.62 was collected the first three months of the 2014 fiscal year, primarily from Magellan claims payments. An additional $123,686.22 was posted on OBH Client Contractual Adjustments for indigent services provided. Together, they document $238,248.84 in self-generated funds for the District. Third-party billing through Clinical Advisor is not available yet despite being promised in September. A request to purchase ICANotes as a replacement billing software has been made but has not been approved as of this report. Our practice management consultant will be on-site this month.
  2. Treatment of Staff – Written personnel policies for the District are posted in the NLHSD Dropbox for Board review. A formal grievance process is in place but no grievance or discrimination charge was made in the past year. All District policies are in compliance with Civil Service. Employees receive annual training on their rights, ethics, and how to file a grievance. All employees received emergency training this year in preparation for hurricane season. The District emergency call list as updated to rotate clinic staff so that clinics can be staffed during a disaster while also providing staff for the Special Needs shelter in Bossier City.

**Moved by Jones, 2nd by Brock** to find the ED in Compliance with the Governance Policy. **Unanimously approved.**

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1. **Governance Process –** The following areas were reviewed and found to be in compliance and no changes needed as noted by the following motions.
   1. Global Linkage – Moved by Jones 2nd by Brock Unanimously approved.
   2. Unity of Control – Moved by Nolen, 2nd by Brock, Unanimously approved.
   3. Accountability of the Executive Director – Moved by Rice, 2nd by Brock, Unanimously approved.
   4. Delegation to the Executive Director – Moved by Jones, 2nd by Jones, Unaniously approved.
   5. Board Monitoring Summary Report - Moved by Nolen, 2nd by Brock Unanimously approved. Dee Fowler provided an explanation of the Summary Report for the Board Monitoring Tool for September 2013.
2. **Board Business** 
   1. Review of Readiness Assessment. Board Members complimented the ED and staff for the support provided which helped the Assessment flow very competently with a perception of confidence and thorough knowledge of current status and modifications needed to meet suggestions and recommendations from the RA Team.
   2. Board Meeting Attendance Policy – **Moved by Jones, 2nd by Brock** to have the Board Secretary submit an official board attendance record to the Chair; authorizing the Chair to have conversation with those Board members whose attendance record is addressed via the Bylaws. **Unanimously approved.** .

**Old Business**

1. November Board Training – Dee Fowler report that Barry Diamond is not available to provide the specified training in November, however, he provided the names of three individuals qualified to facilitate the training on CEO and Board Performance. The Three were not available. Dee Fowler therefore agreed to facilitate training. The next Board training will be April 26, 2014. The Board meeting will be held from 9-10 am and the training will be from 10:30 am until 4:30 pm

**Announcements** – Margaret Lowery moved out of the District and will be submitting a formal resignation.

**Next Meeting Date** -The next meeting date for the Board will be **Monday, November 18, 2013 @ 5:30 pm. Unanimously approved.**

**Adjournment -** Moved by Brock, 2nd by Rice to adjourn at 6:00 p.m.

**As amended: November 18, 2013**

Respectfully submitted, Njeri Camara, Secretary