Northwest Louisiana Human Service District (NLHSD) – Region 7

Minutes of the Regular Meeting of Monday, May 21, 2012 @ 5:30 p.m.

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The regular monthly meeting of the Board of Directors of the NLHSD was held on **Monday, May 21, 2012 at 5:30 pm**. The meeting was called to order by Marcelle Slaughter at 5:40 p.m.

**Roll Call In Attendance**: Fred Jones, Njeri Camara, Margaret Lowery, Jennifer Partain, Dee Fowler, Chris Nolen, Jerri Lee and Marcelle Slaughter. Absent: Roland Pippin and David Melville. Pending Webster Board Member, Ora Rice. DHH Staff present: Russell Semon. Public: Reece Middleton and Bobbie Thompson of the LA Assoc. on Compulsive Gambling

**Approval of the Minutes of April 30, 2012** as presented. Moved by Nolen, seconded by Lee to approve the Minutes of April 30, 2012. **Unanimously approved**.

**Chairman’s Report/Comments** – Letter to Caddo Commission has been delivered and response call from Commission Clerk Todd Hopkins requesting Biographical sketch of Barbara Marshall. Camara will forward Marshall resume to the Commission. Other letters for Red River, Bossier and Webster will be mailed this week. Member Lee introduced Ora Rice as the Webster replacement indicating that Mrs. Rice’s confirmation would be on the Webster Police Jury agenda for June 5, 2012. Mrs. Rice shared information about her past work/professional experience and the relevance to the services being provided by the NLHSD. Rice’s resume to be filed with Secretary. Chairman will ensure someone is assigned to provide Board Orientation and the hope is to pursue the Caddo appointment occurring prior to the next meeting and have Rice and Marshall in the Orientation together.

**Committee Reports –** The Board reviewed their notes from the Readiness Assessment and took action to ensure compliance with RA Team directives. See RA Secretary Report

Russell Semon has reviewed National Parliamentary Database and will contact certified parliamentarian to provide training. All meeting notices and agendas will be forwarded to Semon and he will post on the State Office Building door until such time as another public meeting location is identified. Jan Kasofsky will send sample agenda that have been developed over time through the development of the Capital Area Human Service District through actual board member input for running the meetings efficiently.

**Unfinished Business** – In reviewing the Policy Manual, Nolen noted that we neglected to include the Nominating Committee Report on the Agenda. Moved by Nolen, seconded by Jones to amend the agenda to add Nominating Committee Report onto the agenda. Ayes: Partain, Lowery, Fowler, Jones, Slaughter, Lee, Nolen and Camara. Nayes: None

Nominating Committee Report – Vice Chairman Jones served as Nominating Committee Chair and reported that the board had agreed unanimously to reconfirm the current officers. Nominating Committee Slate of Officers to serve from July 1, 2012 to June 30, 2013 are: Chair – Marcelle Slaughter; Vice Chair – Fred Jones; Secretary – Njeri Camara; and Treasurer – Margaret Lowery. Moved by Lee, seconded by Nolen to accept the Nominating Committee Report. Election of Officers will appear on the agenda at the regular meeting in June. Nominations will also be accepted from the floor.

The Board discussed the need for future agendas to provide for approval of the agenda, a section for public comments, and other elements specified by the agenda template provided during the initial board training. Member Nolen noted that the Policy Manual Annual Calendar specifies what is to be on the agenda relative to District business. Chair and Secretary will work together to ensure the agenda has the appropriate content for each meeting.

**New Business –** The current Bylaws were adopted 02/6/2012; and implemented 02/06/2012. Based on feedback during the RA and recommendations from the Team, the following Bylaws changes will occur:

1. **Page 1 of 7** – Article I, the last sentence shall insert a **period (.)** after “LA” and before the word “Source”
2. **Page 1 of 7** – Article II, the last sentence, third line from the bottom remove the comma (,) from behind the words “behavioral health” and **add parentheses ( )** around the phrase “addictive disorders and mental health”.
3. **Page 3 of 7** - Article III, Section 5) e) add to the second sentence following the words “remove that Board member” **insert a comma (,)** and **add the phrase** **“provided a quorum has been met.”**
4. **Page 6 of 7** – Article VI – **insert the word “active”** in front of the word “commissioned”
5. **Page 7 of 7** – Article X – In the first sentence replace the word “majority” with the words **“two-thirds”**; and after the word “Board” **insert a comma (,)** and **add the phrase “provided a quorum has been met.”**

The above changes will take effect 30 days from the date a formal notice of Bylaws changes is sent to the Board.

Discussion on Executive Director Job Description – The Board accepted the content of the JD as presented with the caveat at the end “all other duties as may be assigned by the board,” and also agreed there will be continued development with additional qualifications, attributes and characteristics included. Russell Semon will forward copies of Screening Tools for the Selection Process and more information on State Human Resource requirements via email. Moved by Jones, seconded by Lowery to adopt the JD as presented. Unanimously approved.

Member Fowler noted that according to the Policy Manual Annual Calendar, distribution of the Board Member Self-Evaluation is to occur. Copies of the Evaluation Form will be provided to the Board and begin use at the June 18 meeting.

**Next Meeting Date** - The next meeting date will be Monday, June 18, 2012, @ 5:30 p.m.

Announcements - None

No other business to be conducted, Moved by Nolen, seconded by Lowery for adjournment. Unanimously approved. **The meeting adjourned at 7:12 p.m.**

Respectfully submitted, Njeri Camara, Secretary