NORTHEAST DELTA HUMAN SERVICES AUTHORITY

**NOVEMBER 12, 2013 6PM**

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

**COMMUNITY MEETING ROOM**

Call to Order and prayer by Dr Tarver: Roll Call was held and a quorum was met.

**Present are:** Dr. E.H. Baker, Alisa Lear, Charlie Trimble,Joyce Brazzel, Melba Sandifer**,** Dr. Gene Tarver, James Mobley, Lorraine Reed, Windy Calahan and Kathy Waxman.

**Dr. Sizer, ED was present**

**Not Present** Anna -Toston Edwards , Leslie Durham , Chuck Halley, Lakeisha Powell

**Recognition of Guests** Michelle Conti, Deloris Harris and Jennifer Purvis with NEDHSA. Joe and Lisa Saye, People First of NE La, a self advocacy group. Linda and William Hixon, adcocate/parents of a special needs child. Laura Nettles, Families Helping Families and parent/advocate.

**Adopt Agenda** A motion was made by Dr. Baker and seconded by Lorraine to adopt the agenda . Motion passed unanimously.

**Adopt Minutes of October 8, 2013** A motion was made by Alisa and seconded by Lorraine to adopt the minutes. Motion passed unanimously

**Public Comment**: Ms. Purvis commended the guests present tonight. Mr. Saye is the President of the People First group, and they represent people with DD. Mr. and Mrs Hixon are parents who are active in the community.

**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*

Dr Tarver stated he felt the ED is abiding by and conforming to the financial policies which are a critical part of the success of any organization .

**Communication and Support**

*The ED shall not permit the board to be uninformed or unsupported in its work.* Accordingly, the ED shall not:

Neglect to submit monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing the provisions of board policies being monitored.

Dr. Sizer indicated he is making every effort to present material to us that is clear, easy to understand, and addresses the provision of the board polices being monitored.

# Executive Limits: Global Executive Constraint

# The ED shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of community accepted business, governmental and professional ethics.

# Let the board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes particularly changes in the assumptions upon which any board policy has previously been established

1. Fail to advise the board if, in the ED’s opinion, the board is not in compliance with its own policies on Governance Process and Board/ED linkage, particularly in the case of board behavior that is detrimental to the work relationship between the board and the ED.
2. Fail to marshal for the board as many staff and external points of view, issues, opinions, and options as needed for fully informed board choices.
3. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.
4. Fail to provide a mechanism for official board, officer, or committee communications.
5. Fail to deal with the board as a whole except when a) fulfilling individual requests for information or b) responding to officers or committees duly charged by the board.
6. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the board.
7. Fail to supply for the consent agenda all items to be delegated to the ED yet required by law or contract to be Board-approved, along with the monitoring assurance pertaining thereto.

Dr Tarver orally reviewed this information. No negative comments from board.

**Board Executive Director Linkage: Monitoring Executive Director Performance:**

*Systematic and rigorous monitoring of ED job performance will be directed solely on the expected ED job outputs: organizational accomplishment of board policies on ENDS and organizational operation within the boundaries established in board policies on Executive Limits.* Accordingly:

1. Monitoring is simply to determine the degree to which board policies are being met. Data that does not do this will not be considered to be monitoring data.
2. The board will acquire monitoring data by one or more of three methods: a) by internal report, in which the ED disclosed compliance information to the board, b) by external report, in which an external, disinterested third party selected by The Board assesses compliance w/ board policies, and, c) by direct board inspection, in which a designated member or members of the board assesses compliance with the appropriate policy criteria using audits and other reports provided by authorized governmental agencies.
3. In every case, the standard for compliance shall be *any reasonable ED interpretation* of the board policy being monitored
4. All policies that instruct the ED will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

Dr Tarver orally reviewed this information. No negative comments by the board

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# 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"

# Mr. Semen indicated we are using the manual to track evaluation of ED. The evaluation documents are the ED monitoring forms we are to complete and sign. The people who are served can also provide feedback re: their assessment of the goals of the board being met. He reminded us that monitoring of the ED is done by polices and review of the ED report. (*Individual review prior to the meeting and overall board discussion at each meeting*.)

# At our December meeting we are to bring the forms we have completed for each meeting, since Dr. Sizer was appointed. The comments will be reviewed and we will complete the year end form based on those comments.

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# Dr Sizer advised board he is meeting quarterly with various councils to receive information and feedback from community members. He has established consumer rights policy that will be released soon. Plans are in place for a web site and an increase in formal communication with the community. He stated he hears from families and advocates on a day to day basis.

# Melba made motion and Dr Baker seconded it to change the signature date for the Appendix C policy.

# Facilitator comments: Mr. Semen reminded us that we are currently spending more time on policy review and monitoring, but as we grow as a board we will begin to spend more time focusing on ENDS/OUTCOMES for the district. .

# .Old Business

**Forum** Discussion tabled until next month.

**Phase II Work-plan Review/ Preparation for Assessment/Date for Assessment** We were unable to have the assessment on the originally planned date of November 12. We are now requesting assessment for our December 10 meeting at 2:30. Again, officers are required to be at the assessment, however, we need as many members there as possible.

Mr. Semon reminded us that we need to know our Phase One information in addition to information for Phase 11. Example, how did we get constituted, what do we use policy for, or we sustaining the work we completed in Phase One, etc. Everyone is responsible to know the information in the drop box.

**New Business**

**Recognition of Franklin Medical Center Award for Behavioral Health.**  A letter of nomination for the award which contained information re: the development, growth, and benefit to the community of the Medical Center.

# Review of Orientation of Board Members. Policy vs. Implementation This discussion was tabled to our meeting next month.

# Discuss Holiday Social We will have refreshments at 4:30 after the meeting with the assessment team. Our regular meeting will be held at 5 pm.

# Express appreciation to Joyce for her efforts. Joyce has been very active in recruiting a new member from her parish. Dr. Tarver reminded us that we all need to do the work to assist in recruiting someone from our individual parishes as vacancies occur or as our terms come to an end.

Next Regular Meeting November 12, 2013. Meeting will be at 5 pm. after the assessment.

Several members agreed to bring cookies and pizza. Pizza will be at 4:30.

**Added to Agenda:** In December Dr. Tarver will name a nominating committee to make recommendations for board officers. He encouraged everyone to be thinking of individuals to serve in these position who are qualified and capable of leading the organization.

Charles made a motion and Dr. Baker seconded it to adjourn. Passed unanimously.

**Meeting Adjourned**