**NORTHEAST DELTA HUMAN SERVICES AUTHORITY (NEDHSA)**

***DRAFT* MINUTES October 28, 2014**

NEDHSA CONFERENCE ROOM

ARMAND STREET

**5:30PM\***

**THESE MINUTES WILL BE REVIEWED BY THE BOARD AT THE DECEMBER MEETING. ANY CHANGES NEEDED WILL BE MADE AT THAT TIME AND MINUTES WILL BE REPOSTED WITH THOSE CORRECTIONS.**

**Call to Order:** Meeting was called to order; a quorum was established and Lorraine Reed led in prayer.

**Persons Present:** Teri Spence, Mike Shipp, Lorraine Reed, Thelma Merrells, Joyce Brazzel, Kathy Waxman, James Mobley, Alisa Lear, Lakeisha Powell, Charles Trimble, Dr. Gene Tarver and Melba Sandifer.

**Persons not present:** Dr. E. H. Baker and Chuck Halley

**Adopt Agenda:** Motion was made by James Mobley and seconded by Joyce Brazzel to accept agenda as presented. Motion passed unanimously.

**Adopt Minutes of September 9, 2014:** Motion was made by Kathy Waxman and seconded by Mike Shipp that the minutes be approved. Motion was approved unanimously.

**OWNERSHIP LINKAGE** - Recognition of Guests

Guests Present: Blake LeBlanc, LCSW: Katherine Fendall of Monroe Guidance Clinic.

**BOARD EDUCATION/ ENDS Items for DISCUSSION**

1. Grievance Procedure for ED position – Mike/ Lakeisha/EH

There was much discussion regarding establishment of a grievance procedure. The committee prepared and submitted to the board, prior to tonight’s meeting a proposed procedure. This allowed opportunity for everyone to review the procedure and be ready to have informed discussion and hopefully make decision tonight. Mike Shipp reported that there were no significant changes being recommended to the board tonight from that email submission. We need to assure there is a proper form and procedure to be followed to assure employees can come to the board with grievances if a complaint against the ED is not completed internally. One question was how to work out the 10 days prior to the next meeting time line. The recommendation was that we can call a special meeting to address the recommendations of the grievance committee if we need to.

There was discussion that the staff member has to have exhausted all civil service rules and regulations prior to filing a grievance. However, civil service rules and regulations do not apply to grievances, only to violations of civil service rules. (Refer to email to board prior to August mtg.) Dr. Sizer expressed concern that frivolous grievances would be filed if employees felt that if they did not like what he said they could go to the board. He expressed expectation that the board utilize reciprocity in terms of what is truth, not assume that allegations in a grievance are automatically correct. Alisa Lear assured Dr. Sizer that the board has to have a procedure in place and there is no assumption of guilt. The board has to have information going both ways. Our proposed procedure would require the staff member to discuss their grievance with Dr. Sizer as reflected in the requirement that they submit a copy of Dr. Sizer’s written response to their grievance subsequent to his discussion of their grievance with him.

There was discussion re: the ten days for response (calendar days or working days). Consensus was to make it calendar days. Mike Shipp made a motion and Thelma Merrells seconded it that we adopt the procedure as written with the change to calendar days. If a grievance is submitted without evidence of going through proper procedure, it will be returned. Motion carried unanimously and grievance procedure was adopted. A copy is attached to the minutes.

**GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS**

**ED**

1. Global Executive Constraint: No motion made as nothing to act on at this time.

2. Treatment of Staff: This includes looking at EEOC complaints (none) and grievance complaints. This discussion with be combined with monitoring of the ED performance which will be discussed in our Executive session.

3. Financial Conditions & Activities: No activities to discuss at this time. We received the ED report prior to tonight’s meeting and everyone had an opportunity to review. No questions were raised. Motion was made by Kathy Waxman and seconded by Lorraine Reed that we accept that report as written. Motion carried unanimously.

4. Communication & Support to the Board: This item falls in November, but we are addressing tonight as we are not having a November meeting. Joyce made a motion and James seconded it that based on information we have (ED reports, e-mails and community meetings) Dr. Sizer is meeting this requirement. Motion passed unanimously.

5. Strategic Priorities: Discussion re: do we believe strategic priorities are being met. James Mobley made a motion and Lorraine Reed seconded it that he is meeting the strategic priorities. Motion passed unanimously.

**BOARD**

1. Global Linkage and Unity of control: Board discussed our understanding of speaking as a whole on issues. We communicate well with each other, respecting differences of opinion. Joyce made motion seconded by Mike Shipp that we are meeting this requirement. Motion passed unanimously.

2. Unity of Control: Board discussed understanding of unity of control in that the decision of individual board members are not binding on ED. No exceptions to that rule. Joyce Brazzel made a motion and Charlie Trimble seconded it that the Board is meeting this requirement. Motion passed unanimously.

3. Accountability of the ED: Discussion that the ED is the board’s only link so that all authority and accountability of staff is through the ED. The board will never give instructions, etc. to staff of NEDHSA. Joyce Brazzel made motion and Lorraine Reed seconded it that the Board is meeting this requirement. Motion passed unanimously.

4. Delegation to the ED: The board will instruct the ED through written policies that prescribe the organizational Ends to be achieved and describe the organizational situations and actions to be avoided, allowing the ED to use any reasonable interpretation of these policies*.* Joyce Brazzel made a motion, seconded by Lorraine Reed that the Board has met this requirement. Motion passed unanimously.

5. Monitoring ED Performance: Board has policy that we monitor the ED’s performance in November with final monitoring for the year falling in April. Members are aware that we are expected to submit our written responses to the three questions on the ED Monitoring Form to Alisa Lear by Thursday, October 30th. Ms. Lear will compile the comments into a report and discuss the board’s comments with Dr. Sizer at a mutually agreed upon time within the next two weeks, if possible. Joyce Brazzel made a motion and James Mobley seconded that the board has met this responsibility. Motion was passed unanimously.

6. Holiday Social: **The meeting in December will be a regular public meeting and a holiday social combined, therefore *we must have a quorum***. **We are meeting at the MONJUNI Restaurant located at 1210 N. 18th Street, Monroe La**. The fact that we are combining this public meeting with a social is not intended to deter any private individual who wishes to attend.

**Board Management DELEGATION** –

Nominations Committee – present slate in Dec, vote in January – The committee reported that they have talked to several people regarding serving as officers for the New Year. Alisa Lear and Kathy Waxman have agreed to stay on in their roles as chairperson and treasurer respectively if the board agrees and no one else comes forward to express an interest in serving in either capacity. Joyce Brazzel has stated her plan to rotate off the board after the December meeting and Chuck Halley has indicated in interest in being the Vice Chair. Melba Sandifer is rotating out of the secretary position effective with the elections in January, 2015 as she has served two terms. No one expressed an interest in assuming this position. Discussion was held regarding asking Dr. Sizer to provide someone to take the minutes and make this available to the Board. He agreed that he is willing to offer whatever services the Board requests of him in this matter. However, we still have to have someone in the position. Thelma Merrells stated that she would be willing to assume the position, given the expected support from Dr. Sizer’s staff if no one else presents themselves prior to the December meeting as being interested in the position. A motion was made by Charlie Trimble and seconded by Mike Shipp that we have the slate of officers presented to the Board at the December meeting and the board be prepared to vote on that slate in January, 2015. Motion passed unanimously.

**MONITORING** - (problems/concerns)

ED : More discussion regarding monitoring of the ED will be held in Executive Session tonight. This discussion will focus on our new grievance policy as it relates to previously submitted material to the Board.

BOARD -Quarterly Mileage needs to be submitted now.

**Information Requested by Board**

1. Skype Meetings – Melba provided information to the board prior to tonight’s meeting from the Attorney General’s office that clearly states that no individuals who attend by Skype can vote or be counted as part of a quorum for a meeting. We will not be pursuing this matter any further.

2. Meeting Location change/Traveling Meetings – Alisa/Melba . The information that Melba provided from the Attorney General’s office provided clear guidance re: attendance by Skype. However, there is no such prohibition on holding meetings in other parishes.

3. Attendance chart – Melba provided a summary of attendance for the fiscal year, the calendar year and meetings subsequent to our adoption of a new attendance policy at our August meeting. Discussion was held regarding the start date of our enforcing the attendance policy given our new policy in August vs. previous policy that has not been enforced. Chairperson Lear made statement that we will begin with our August policy.

**EXECUTIVE SESSION** A motion was made by Mike Shipp and seconded by James Mobley to go into executive session. Prior to the official beginning of the session, Dr. Sizer presented questions regarding the Boards proposed actions related to grievances that were filed prior to adoption of procedure tonight. Dr. Sizer stated that he has difficulty following through with personnel actions as he is not sure of Board’s stance in this matter. Alisa Lear stated to him that “whatever steps you have taken you need to complete those. Follow through with what you have decided to do.”

Dr. Gene Tarver reminded the Board that Dr. Sizer could not be present during the executive session and Dr. Sizer left. Executive Session was officially conducted subject to his leaving the meeting. This action was taken as the public members present had been advised that we were going into a public session and they left. This made it necessary for Dr. Sizer to leave. .

Subsequent to Executive Session ending, a motion was made by Dr. Gene Tarver and seconded by Terry Spence that we adjourn. Motion passed unanimously.

Next Meeting – **December 9, 2014 5:30 pm - MONJUNI’S Restaurant, 1210 N. 18th St, Monroe, LA**

Adjourn

**Please remember that we must have a quorum to conduct business and we have important things to discuss.**

**HAPPY THANKSGIVING!!!**