NORTHEAST DELTA HUMAN SERVICES AUTHORITY

**DECEMBER 10, 2013 5PM**

**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, Kathy Waxman , Terri Spenceand Lakeisha Powell

Dr. Sizer, ED was present

**Not Present:**  Anna -Toston Edwards , Leslie Durham , Chuck Halley*,* Thelma Merrels

**Recognition of Guests**Deloris Harris, NDHSA, Laura Nettles, FHF, Jessica Dreher Ragsdale, Avery Simmons, Dr. Mkay. Bonner, NED Crises Intervention, Christie Goldston, Parent Advocate, Christopher Stone, Extra Mile, Detective Mark Johnson, Monroe Police Dept, with Northeast Delta Crises Intervention team.

**Adopt Agenda** A motion was made by Charlie Trimble and seconded by James Mobley to adopt the agenda . Motion passed unanimously.

**Adopt Minutes of November 12th, 2013** A motion was made by Alisa Lear and seconded by Lorraine Reed to adopt the minutes. Motion passed unanimously

**Public Comment**:

Discussion by Dr. Mkay. Bonner and Detective Mark Johnson regarding their work with the Northeast Development Crises Intervention Team. They work with individuals with mental health issues who come in contact with law enforcement. Their focus is not to put people in jail but teach law enforcement how to handle mental health crises. They have trained over 500 officers and 250 dispatchers. They thanked Dr. Sizer for his cooperation and look forward to working together even more in the future. They will have a banquet on January 23rd, Thursday evening and we are invited. Dr. John Simoneaux is the guest speaker.

Laura Nettles with Families Helping Families reminded everyone that we are also looking at people with MR, Autism, and Developmental Disabilities not just Mental Health issues..

Dr Sizer reported success in seeking a research grant that funded a partnership between Behavioral Health and a Primary Care facility. Dr. Sizer stated he is very interested in exploring other funding sources, ( i.e grants, foundations, individuals), to generate additional income, thus allowing us to not rely just on state appropriations.

Dr. Tarver stated he is assembling a profile of NEDHSA in terms of demographics for this area.

**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. Everyone had an opportunity to review this material prior to tonight’s meeting. A motion was made by Kathy Waxman and seconded by Joyce Brazzel that we accept the report as given. Motion passed unanimously.

**Asset Protection** *The ED shall not allow agency assets to be unprotected, inadequately maintained, or unnecessarily risked.* Accordingly, the ED shall not:

1. Subject plant and equipment to improper wear and tear or insufficient maintenance.
2. Unnecessarily expose the organization, its board, or staff to claims of liability.
3. Make any purchase that fails to comply with applicable State regulations & laws
4. Enter into a contract or commit the organization to any expenditure of non-appropriated funds greater than $10,000 without board approval.
5. Fail to protect intellectual property, information, and files from loss or significant damage.
6. Receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor’s standards
7. Endanger the organizations’ image or credibility, especially in ways that would hinder accomplishment of its mission.
8. Allow access to petty cash or charge accounts without adequate controls and safeguards to ensure that their use is limited to reasonable and necessary organizational expenses.

The board monitors this by reviewing the Ed report prior to the meeting. Everyone had an opportunity to review this material prior to tonight’s meeting and concurred with the report. Discussion was held re: the need to come to the board for amounts over $10,000 and whether or not that was too restrictive. No changes recommended.

A motion was made by Kathy Waxman and seconded by Joyce Brazzel that we accept the report as given. Motion passed unanimously.

# 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"

Discussion held re: reviewing previous strategic priorities and developing new ones for upcoming year. Dr. Sizer stated that the priorities for 2013 have been met. (Secretary note: with exception of completion of Phase 111) Discussion was held regarding convening a committee to bring recommendations back to the board for strategic priorities for 2014 for the Feb. Board meeting. Members of that committee are Joyce Brazzell, Terry Spence, Charles Trimble and Alicia Lear. Dr Sizer will be invited to participate with that committee. A motion was made by Alisa Lear and seconded by Dr. Baker re: formation of the committee and the charge to prepare strategic report/recommendations for the February meeting

**Old Business**

1. Comments Collected on ED’s Performance: Discussion held re: importance of **each of us** completing our comment forms for **each** meeting. The agenda includes the information to be reviewed each month and the ED report matches that agenda. This allows us to be certain we are monitoring the required policy for that specific month. Of course, we can schedule a review of any policy at a meeting, regardless of the month it is referred to in the manual.
2. Exec. Comm./Full Board Discussion This is a discussion of ED performance. We will review our comments from previous meetings. A copy of the form is attached to this agenda. See above comments
3. Review of Orientation of Board Members. Policy vx. Implementation Discussion was held regarding our need for more detailed policy re: orientation of members. Dr. Tarver and Melba Sandifer will meet to review the orientation policy prior to the next meeting and provide a recommendation report at that time.

**New Business**

1. Discussion re: Assessment process and team recommendations/comments. Status Update on NDHSA Strategic Plan Selected Initiatives

Everyone felt the assessment process went well. Advance review allowed us to complete several actions in advance of the actual review.

1. Convene Nominating Committee for officers

Dr. Tarver is stepping down as Chairperson. He appointed a committee of Lorraine Reed, Dr. E.H. Baker and Kathy Waxman to develop a slate of recommendations for the January meeting. Paper ballots will need to be developed that will allow additional nominees from the floor in the event board members at the meeting want to nominate someone not brought forth by the committee. We will be voting for the new officers after discussion of the slate of nominees, etc.

1. Policy Limits Form Initialized by ED

This was set aside until our next meeting in January.

**Meeting Adjourned**

**Next meeting January 14th, 2014**