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

**Board Meeting MINUTES**

**October 11, 2016**

**Ouachita Parish Health Unit – Community Room**

**1650 DeSiard Street, Monroe, LA 71202**

**5:30PM**

**Call to Order**Meeting was called to order and continued with a quorum.

**Adopt Agenda***:* AMotion was made by Mike Shipp and seconded by Thelma Merrells to approve /accept the Agenda. Motion passed unanimously.

**Adopt Minutes of September 13:**AMotion was made by Kathy Waxman and seconded by Laura Nettles to approve / accept the September Minutes. Motion passed unanimously.

**Board Members present:**

Dr. E. H. Baker, Laura Nettle, Thelma Merrells, Lorraine Reed, Mike Shipp, Gina Jones, Melba Sandifer, Alisa Lear and Kathy Waxman.

**Absent Board Members:** Yvonne Lewis, Lekeisha Powell and Terri Spence.

**Ownership Linkage-Recognition of Guests**: None

**Northeast Delta HSA staff**: Dr. Monteic Sizer and Delores Harris.

**BOARD EDUCATION/ ENDS Items for DISCUSSION-**

**Upcoming Events/Community Action** Dr. Sizer reported the NEDHSA Opportunity Zone has been formed in south Monroe. Community leaders assembled at Emily P. Robinson Community Center with October 6, 2016 as the official coalition launch date. Board Member Thelma Merrells is assisting with this effort.

With the assistance of Board member, Yvonne Lewis, Dr. Sizer met with Tallulah leaders and also spoke at the Chamber of Commerce Meeting in Tallulah on October 5, 2016.

Local Community leaders in Ouachita Parish organized a meeting of clergy and Law

Enforcement leaders to take place on October 13, 2016 at First United Methodist Church. Dr. Sizer will be discussing integrated health and regional social issues related to addiction and mental illness.

Board Member Mike Shipp will contact to Louisiana Tech University’s leadership to explore a meeting to discuss specific ways NEDHSA can partner to improve the social, and economic development landscape across northeast Louisiana. The Executive Director is also seeking to do a symposium on LA Tech’s campus around these same issues and to include members of the Police Jury and Lincoln parish leaders. Dr. Sizer has also discussed developmental disability options and a possible Ruston Chamber opportunity with Board Member Gina Jones.

Executive Director is looking to do something similar in West Carroll with Board Member Melba Sandifer.

Additionally, the Executive Director hopes to do a “Healthy Living Initiatives Campaign” in East Carroll Parish and discussed this with Board Member Lakeisha Lucas.

Union Parish “UACT” initiative continues to do very well.

**GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS –**

**ED – Report -** A Motion was made by Mike Shipp and seconded by Thelma Merrells to approve / accept the ED report as submitted. Motion passed unanimously.

**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 from board priorities established in Ends policies.* This Executive Limit has not been exceeded according to the ED report.

**Treatment of Consumers** –

*With respect to interactions with consumers or those applying to be consumers, the ED shall not cause or allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy.*

The Executive Director is meeting expectations in this area.

**BOARD –**

**Global Linkage** *The board’s sole official connection to the operation of the Authority, its achievements, and conduct will be through an Executive Director.*

**Unity of Control** *Only decisions of the board acting as a body are binding on the Executive Director*

**Accountability of the ED** *The ED is the board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the ED.*

**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.*

**Continuing in Governance Style inspection, the Board will follow the above policies as written in the Governance Manual, without change at this time.**

Governance Style Inspection *The board will govern with an emphasis on 1) outward vision rather than internal preoccupation; 2) encouragement of diversity in viewpoints, 3) strategic leadership rather than administrative detail, 4) clear distinction of board and executive director roles, 5) collective rather than individual decisions, 6) future rather than past or present; and 7) proactively rather than reactively.*

**Board Management (ongoing) –**

**Board Members Terms/ Renewal of Appointments/ New appointments**

New appointment: – Ouachita Parish Pending

**Board Development-** *Training/retreat scheduled for September 17, 2016 went very well.*

**MONITORING -**

**Board** -Travel Forms due at each Board Meeting

**Adjourn –**Next Meeting – **November 15, 2016\*** - Ouachita Parish Health Unit – Community Room

*\*This will be the 3rd Tuesday due to elections being held at meeting location*

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| Executive Director’s Report |
| **Dr. Monteic A. Sizer** |
| **10/4/2016** |

**A. Financial Condition and Activities:**

Accordingly, the ED shall not:

1. Use any Non-Appropriated Funds in a manner that does not comply with Non-Appropriate Funds Policy.

a. Funds are handled according to internal NEDHSA policy, established accounting standards, and according to intended purposes.

2. Fail to maintain integrity in expenditures of categorical funding services.

a. The Executive Directors maintains integrity in categorical funding services. Financial staff examines monthly categorical expenditures and provides the Executive Director monthly reconciliation reports. These reports are also provided to the Board. NEDHSA financial staff also reviews and generate business objects financial reports (i.e., reports that detail monthly expenditures and receipts found on the state’s financial system).

3. Acquire, encumber, or dispose of real property in violation of state and federal law.

a. All property is handled according to state, federal law, and agency policy. Asset reports will be provided to the Board.

4. Fail to aggressively pursue receivables after a reasonable grace period.

a. All receivables are actively pursued within allowable time periods. Additionally, the finance team evaluates monthly receivables and determines appropriate strategies for maximizing collections. The Executive Director also receives a monthly report of receivable activity and tactics to ensure concentrated receivable collection efforts.

**Executive Limits: Financial Planning and Budgeting:**

Accordingly, the ED shall not allow budgeting which:

1. Contains too little information to enable credible projection or revenues, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

a. The Executive Director and finance team members receive and monitor an independent monthly appropriations report (income vs. expenditure reports) that’s sent from the Louisiana Office of Management and Finance.

b. The CFO and finance team keeps a running total of all income and agency expenses by category and type. The Executive Director receives weekly reports and a monthly report from NEDHSA staff. At the end of each month, finance team members conduct monthly account reconciliations and overall agency financial reviews. The Executive Director is provided a report and is briefed by the CFO.

c. The CFO produces a monthly income vs. expense report and provides a copy to the Executive Director and the NEDHSA Board of Directors.

d. The FY17 budgeting process has begun. It is being spread according to NEDHSA’s strategic plan. NEDHSA will operate at the $13.5 million level even though our appropriated budget authority is $15,149.236. This will allow NEDHSA to withstand mid-year budget cuts and fluctuations in self-generated revenue.

2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period. All budget expenditures are projected based on revenue projections.

a. At no time are expenditures projected to exceed expected appropriated funding levels. NEDHSA’s CFO and members of the finance team conducts monthly reviews and reconciliations to ensure income remains higher than agency expenses. The CFO briefs the Executive Director on NEDHSA’s finical position weekly and provides the Executive Director a monthly financial report. The CFO will also continue presenting current budget data to members of the Board monthly.

b. NEDHSA’s FY16-17 appropriated budget is $15,149,236. Our SGF = $9,151,140. Our IAT = $3,285,507. Self-generated = $2,664,300. Federal = $48,289.

3. Provides less for board development, training and monitoring during the year than is annually set forth by the Board and is in compliance with the Cost of Governance policy and the operational plan.

a. All applicable governance policies/plans are followed to ensure compliance.

**4. Treatment of Staff:**

a. There have been no EEOC complaints or lawsuits filed against NEDHSA or staff last fiscal year or this current fiscal year. Two Monroe Clinic staff filed grievances against one Monroe Clinic staff after the Director of Clinical Services was unable to mediate the situation successfully between them. During and afterwards, all NEDHSA policies and procedures were followed by NEDHSA’s HR Director and HR Specialist. The Executive Director continues to make sure that all NEDHSA staff are treated with respect and that all work environments are conducive to maximum productivity. The Executive Director also works to create an atmosphere were all staff are ensured fair and transparent opportunities.

**Other Relevant Information:**

a. The NEDHSA Faith-Based Mental Health Summit initiatives continue to be an overwhelming success. There is a cross section of the community present at each Summit, including law enforcement. The NEDHSA Opportunity Zone is the name of the demonstration coalition being formed in south Monroe. Community leaders will be assembled at Emily P. Robinson Community Center on October 6, 2016, our official coalition launch date. Board Member Thelma Merrells is assisting with this important coalition.

b. The Executive Director is scheduled to meet with Tallulah leaders and speak at the Chamber of Commerce Wednesday, October 5, 2016. I appreciate Board Member Yvonne Lewis for arranging this significant meeting with Madison Parish leaders.

c. Community leaders in Ouachita Parish organized a meeting of between forty to fifty clergy and law enforcement leaders. The meeting is scheduled to take place on October 13, 2016. It will be held at First United Methodist Church. The Executive Director will be discussing integrated health and ways to solve regional social issues related to addiction and mental illness.

d. The Executive Director asked Board Member Mike Shipp to arrange a meeting with Louisiana Tech University’s leadership around specific ways we can partner to improve the social, infrastructural, and economic development landscape across northeast Louisiana. The Executive Director is also seeking to do a symposium on LA Tech’s campus around these same issues. Additionally, I am seeking to include members of the Police Jury and parish leaders. The Executive Director discussed developmental disability options and a possible Ruston Chamber opportunity with Board Member Gina Jones during our recent Board retreat. The Executive Director plans to work with Mrs. Jones to make this happen. Again, we would invite the Police Jury (they are a funder) and other parish leaders. The Executive Director is looking to do something similar in West Carroll with Board Member Melba Sandifer. Additionally, the Executive Director discussed doing a “Healthy Living Initiatives Campaign” with Board Member Lakeisha Lucas. This would be done in East Carroll. Our Union Paris “UACT” initiative continues to be doing very well. Board Member Alisa Lear is actively monitoring this work on our behalf. The Executive Director mentioned to UACT staff that we would likely seek to expand and give other parishes a similar opportunity next fiscal year. We have supported this work for two years and plan to partially fund it next fiscal year as well. UACT’s coalition has obtained additional grants and other forms of financial assistance to help sustain the work in Union Parish. We encourage all of our partners to do likewise. The Executive Director also looks forward to working with each member of the Board concerning upcoming parish specific projects.

e. The Executive Director will be speaking at the Developmental Disability Regional Advisory Board on October 25, 2016. The meeting is being held at Families Helping Families. I will be discussing the only developmental disability/behavioral health clinic in Louisiana. NEDHSA staff worked extremely hard to establish this clinic. It will be housed at our Monroe Clinic.

f. We are continuing to prepare for both the state’s upcoming AIP behavioral and developmental disabilities assessments and our CARF three year re-accreditation. The AIP assessment is scheduled to take place October 14, 2016.

g. NEDHSA’s Smoking Cessation campaign continues. We continue to get excellent reviews and results to date. That staff is planning the details related to a regional January 2017 summit. Cardiologist, the Cancer Society, Heart Association, etc., will be invited to participate. This effort is part of our behavioral/primary integrated health model.

h. NEDHSA continues to offer specialized crisis counseling and resource linkages due to the historic flooding that took place back in March 2016 and across northeast Louisiana. The program is called NEDHSA Louisiana Spirit Crisis Counseling Program. It is a 100% federally funded disaster counseling program. The needs continue to be significant and we will enlist strategies to ensure our region’s people are not forgotten.