**NORTHEAST DELTA HUMAN SERVICES AUTHORITY**

**GOVERNING BOARD MEETING: JANUARY 8, 2013 6PM**

**OUACHITA PARISH HEALTH UNIT 1650 DESIARD**

**COMMUNITY MEETING ROOM**

1. Meeting was called to order by Chair-Dr. Gene Tarver at 6:07 pm and an opening prayer was given by Ms. Jennifer Purvis
2. **Roll Call** Present: Kathy Waxman**,** Gene Tarver,Melba Sandifer**,** Anna Toston-Edwards**,** Lekeisha Powell, **,** Joyce Brazzel**,** Windy Calahan**,** James Mobley**,** Alisa Lear**,** Chuck Halley**,** Charlie Trimble,Lorraine Reed.Jerrilene Washington and Dr. E.H. Baker

Absent: Terri Spence

1. **Recognition of Guests**: Mr. Mark DeBord, Ms. Jennifer Purvis, who have attended several previous meetings and Mr. Jimmy Powell, Assistant Administrator of OCDD.
2. **Resignation of Board Member**. Ms. Jackie Schauf submitted her letter of resignation to the Tensas parish police jury. Dr. Tarver discussed the importance and necessity of having someone from Tensas Parish with Mr. Wiley from the Tensas Board and he agreed to expedite the process as much as possible. Subsequent to that conversation Dr. Tarver spoke to Ms. Cathy Darden of the Board and she confirmed there has been discussion regarding this issue at the board meeting and they will let us know then it is resolved.
3. **Adoption of Agenda:** A motion was made by James Mobley to adopt the agenda and seconded by Ms. Calahan. The motion was approved unanimously.
4. **Report from nomination committee:** (Waxman, Calahan, and Mobley) Ms. Calahan verbally presented the report. The nomination were as follows:

**Chair:** Dr. Tarver to continue. Motion to accept nomination by Melba Sandifer, and seconded by Anna Toston-Edwards. Motion unanimously accepted. Dr. Tarver continues as Chair.

**Vice Chair:** Mr. Trimble to continue. Motion to accept nomination by Anna Toston-Edwards, and seconded by Chuck Halley. Motion unanimously accepted. Mr. Trimble continues as Vice-Chair.

**Treasurer:** Ms. Toston-Edwards to continue. Motion to accept nomination by James Mobley, and seconded by Kathy Waxman. Motion unanimously accepted. Ms. Toston-Edwards to continue as treasurer.

**Secretary:** Motion to elect Melba Sandifer after resignation of Ms. Norris. Motion made to nominate Ms. Sandifer by Ms. Lear and seconded by Ms Reed . Motion unanimously accepted. No other nominations put forth. Ms. Sandifer elected as Secretary.

1. **Report from committee for ED selection process**: Presented by Ms. Toston-Edwards. Focus during this time period was on interview questions. A copy of a list of proposed questions was provided to the Board. After much discussion, the decision was made that the questions need to be prioritized, in the event we do not have enough time for all of the questions during the interview. In addition the committee needs to address issue of time limits for the interviewees to answer questions. Dr. Tarver will ask all questions of the interviewees with board members free to observe, evaluate the interviewees and address their findings at the first Board meeting following the last of the first- round interviews.

Two more members were added to the ED committee, Mr. Chuck Halley and Ms. Lekeisha Powell. Once resumes are received, they will be reviewed by the ED committee and a matrix for each candidate will be completed. This will allow the entire board to participate in the initial selection process which will determine the final candidates to be interviewed. This process will allow us to screen out those individuals who do not meet eligibility criteria for the position.

Questions were raised regarding location of the office for the ED, location of interview room for candidates, and use of Skype or other video options for out of state candidates. Dr. Tarver will look into these issues and assumes responsibility to report back to the Board re: his success in locating (hopefully free) office/interview space that may also have access to video conferencing for the interviews if needed.

Discussion was held regarding having a written response from the candidates at some point in the interview process. We may look at requiring a written response from the final candidates. This will be discussed more by the ED committee.

1. **Facilitator comments**. (Mr. Rusty Semon) Mr. Semon reported that there had been a delay in posting the position announcement, however it is now posted on three sites and will be on the Civil Service site tomorrow. Dr. Tarver was listed as the contact person. Mr. Semon requested approval from the board to spend $75 for posting on another site and approval was given.
2. **Travel expenses**: Mr. DeBord provided the Board with forms necessary to file for reimbursement from DHH for our travel to Board meetings. An authorization form was provided for Dr. Tarver to sign authorizing the travel and another form was provided for the members to complete requesting reimbursement. The reimbursement form is for Fiscal year 2011-2012. The initial date for travel will be July 2011 through June 2012. Another form will be given later for Fiscal year 2012-2013. That form will cover the time period from July 2012 through June 2013. Board members will list the dates of the meetings they attended, along with the number of miles per trip for the Fiscal Year ending July 2012. We can go to Map Quest and print a form that shows the number of miles, round trip to the meeting.
3. **Old Business**: No discussion
4. **New Business**: No discussion
5. **Member Comments**: None

13: **Adjournment**: A motion was made by Ms. Reed to adjourn and was seconded by Ms. Calahan

Motion was approved unanimously. Meeting Adjourned at 7:20 pm.

Next Meeting: February 11, 2013

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