NORTHEAST DELTA HUMAN SERVICES AUTHORITY

 Minutes: March 12, 2013 6PM

 OUACHITA PARISH HEALTH UNIT 1650 DESIARD ST.

 COMMUNITY MEETING ROOM

 Call to Order by Dr. Gene Tarver at 6 pm

 Prayer was offered by Melba

 Roll Call was held and a Quorum was recognized

 Persons Present:

 Persons Absent:

 Agenda: We need to add an item to the agenda as we need to go into an Executive session to discuss personnel matters. Terri made a motion to accept the agenda with the addition of the executive session and Thelma seconded it. Motion was voted on and passed unanimously.

 Announcement re: new member. Tensas Parish should appoint Leslie Lee to the board. She is the chair person for the Tensas Community health Board.

Introduction of Ms. Thelma Scott. Ms. Scott is an advocate in addition to having worked for the Families Helping Families program, prior to her retirement.

Adopt Minutes of February 19, 2013: A review of the minutes was held and a motion was made by Terri Spence and seconded by Joyce Brazzell that they be accepted with an amendment made to correct names of attendees. Motion passed by unanimous vote.

**Facilitator’s Report:** Mr. Semon complimented the Board on the handling of the ED selection process thus far, especially given the large number of applicants.

 Items for Discussion:

**Executive Session:** A motion was made by Charlie and approved by Lorraine that we go into executive session to discuss personnel matters. Motion was approved unanimously.

**Committee Report/Discussion in executive session:** A summary rating report (numerical score) was provided for Board Members re: each candidate. The committee’s recommendation is to select the top four candidates, schedule interviews for them and have the committee finalize the questions for the second interviews.

There was much discussion by the board members re: the ratings and the questions to be asked of the candidates. A motion was made by Terri and seconded by Charles that the board accept the report and recommendation of the committee and that the Executive Session be ended. There was no further discussion and the motion was approved by a unanimous vote.

The executive session was ended and regular board meeting was resumed. The following summary was given re: results of Executive meeting. The Committee recommended that we pursue the top four candidates. After more discussion the following was recommended by the board. The committee will look at the references that have been given by the four applicants. Interviews need to be scheduled allowing time for the out of state candidates to make travel arrangements (at their own expense). Recommendation was made to schedule interviews on April the 12th. If a candidate has an emergency, they can be accommodated for on the 15th. The job appointment must be made to 5-6 for the current register.

Motion by Alisa (summarizing board discussion) that we hold our interview of four top applicants (by score) for April 12, with alternate date of April 15. Ed selection committee will continue verification of resumes (including obtaining references) and complete questions for final interviews. Alisa will schedule the appointments from 8:30 to 11:30 on the 12th. The next meeting will be held on April 16, rather than the 9th, to allow board discussion after the interviews, etc. Motion seconded by Chuck. No further discussion and motion was carried unanimously.

**Financial Reports**: Have to be filed by May 1st of each year. Go on line to complete the form.

**Travel expense**: They have to be turned in and approved by June 30th which is the end of state’s fiscal year. Bring to next board meeting as Dr. Tarver has to sign each of them prior to being submitted to the State.

 **Old Business** None

**New Business** None

Closing comment by Dr. Tarver. Very proud of board. Have always made quorum and only had to cancel two meetings and they were due to weather, not lack of attendance.

**Next Meeting** April 16, 2013.

Motion was made by Kathy Waxman and seconded by Charlie Trimble to adjourn. No further discussion and motion passed unanimously. Meeting adjourned.