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

**Minutes January 13, 2015**

**Ouachita Parish Health Unit – Community Room**

**DeSiard Street, Monroe, LA 71202**

**5:30PM**

**Call to Order**Meeting was called to order and a quorum was met. Prayer was led by James Mobley

**Adopt Agenda***:* Motion was made by James Mobley and seconded by Thelma Merrells to adopt

**Adopt Minutes of December 9:** *,* Motion was made by Terri Spence and seconded by Kathy Waxman to adopt minutes. Motion was carried by unanimous vote

**Board Members present:**

 Alisa Lear, Joyce Brazzel, Thelma Merrells, Joyce Brazzel, Mike Shipp,  Kathy Waxman, Terri Spence, James Mobley,  Lakeisha Powell, Lorraine Reed, Melba Sandifer,   Dr. Gene Tarver and  Dr. E. H. Baker.

**Ownership Linkage-Recognition of Guests**:  Laura Nettles FHF, Mr. Robert Herne, formerly from the Ruston Clinic.

**Northeast Delta HSA staff members**: Dr. Monteic Sizer, ED, Ms. Belinda Kennedy CFO, Ms. Karen Bounds Corporate Compliance Officer*.*

**BOARD EDUCATION/ ENDS Items for DISCUSSION –** **Overview of DHH Benchmarks**

 Karen Bound, Corporate Compliance Office for NEDHSA presented an overview of the DHH Benchmarks.  She had prepared a packet of information that simplified the information into more easily understood language.  A copy of that power point presentation will be attached to the minutes that are placed on the Boards and Commissions web site so that anyone interested in that information could view a copy of charts, etc.

 Ms. Bounds explained the systems that will be utilized to process the data that will be collected and how that information will be utilized to make adjustments as needed in the service delivery system. Overall the agency is pleased with their current status in looking at this information.  For example, originally they looked at case records to assure required documentation is in each record.  Now the agency is able to look at the quality of that information and Ms. Bounds assured the Board that much progress has been made in improving the quality of the information in the records. Clinic processes are already being monitored and we are not being asked to do anything not already doing.

 **GOVERNANCE PROCESS/EXECUTIVE LIMITATIONS for DECISIONS**

**ED** – ED Report

**Financial Condition and Activities**- There were several requests from Board for additional information or changes in information received. Please consider changes so we may provide specifics to ED. Dr. Sizer has expressed willingness to do whatever the Board wants in the way of these reports, but we have to be clear what we do want.

 **A motion was made by Joyce Brazzel and seconded by Terri Spence to accept the ED report as provided to the board in writing prior to tonight’s meeting, in addition to information provided verbally in tonight’s meeting, showing 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.  Motion passed unanimously**.

**Financial Planning & Budgeting -** Ms. Belinda Kennedy, CFO NEDHSA gave a report regarding the budget situation from Baton Rouge. The budget has been cut $117 million dollars for this year and there is possibility of budget cut for the state for 2015 of 1.4 billion dollars. All state agencies have been charged with budget exercise to plug this hole. A meeting is planned for January 14 to meet with representatives; other LGE CEO’s and review budget requests. Initially our budget was cut by approximately $2,000,000.  However, that number was reduced and we are now looking, potentially, at a total of $939,035 for both years. Steps are being taken to not reduce services, i.e., reduce travel expenses and not fill vacant position.

Dr. Sizer expressed concern for the impact of the cuts on Developmental Disabilities as they will be going under the managed care umbrella.

A major issue for NEDHSA and other Authorities across the state is the transfer to a managed care business model. We must be able to bill for our series in order to collect and generate revenues.  We are definitely going to have cuts related to the state general funds. Priority for legislature is to not implement cuts that affect Federal draw downs.

**Motion by Lorraine to accept information provided in writing by ED, and verbally tonight by Ms. Kennnedy and ED, that financial planning does not deviate materially from the Board’s ENDS, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Seconded by Mike. Motion passed unanimously.  Decrease in funds expected and plans are being made to accommodate.**

**Prioritized Strategic Initiatives** –Alisa reminded the Board that Dr. Baker and Kathy Waxman will be utilizing the above information in developing initiatives for the Board.

**Strategic Priorities Template** The state will be providing a template and Karen Bounds will be a resource in how to use the template.

**BOARD**

**Election of Officers -Nominating Committee** – Terri Spence reported for the committee. This information was reviewed in our December meeting and our current recommendation continues to be as follows:   Alisa Lear to stay as Chair, Kathy Waxman as treasurer, and Thelma Merrell as secretary. Chuck Halley was contacted and he will be asking his appointing authority to approve him for another term. At that point he will available to accept the position of Vice Chair. Until then, Joyce Brazzel has agreed to stay until August when her term expires. She will not be seeking another term on the Board.

 Dr. Gene Tarver made a motion that we accept the slate of nominees and James Mobley seconded that motion. Motion passed unanimously.

 Chairperson: Alisa Lear

 Vice Chair: Joyce Brazzel

 Secretary: Thelma  Merrills

 Treasurer: Kathy Waxman

**Board Management DELEGATION** –

**Status update on Initiatives / Strategic Plan– workgroup**  Dr. Sizer will work with Kathy Waxman and Dr. E.H. Bake

**Action on Member Absences – Melba Sandifer**A report was submitted regarding absences, especially as related to Chuck Halley who has missed four meetings since our August meeting. However, Chuck's term has ended and he will be seeking reappointment by his appointing authority. As of this meeting tonight, he is off of the Board, but will hopefully return by February's meeting.

**MONITORING  - (problems/concerns)** No new problems or concerns were reported at tonight's meeting.

**BOARD  - Quarterly Mileage**  -January Alisa Lear reminded everyone their quarterly mileage is due at the January meeting.

**Committee Group to link Board Procedure to NEDHSA Grievance Policy:** This committee will work with Dr. Sizer's HR personnel to assure there is a bridge between NEDHSA policy and Board procedure if a grievance is made against the ED

 **ED’s response to Board comments on performance** Prior to tonight's meeting, Dr. Sizer submitted a written response to the Boards comments on his performance. There were no comments or suggestion made by Board members regarding this written information.

**Information Requested by Board :** An opinion has been requested from the La Ethics Board regarding whether or not we are required to submit financial disclosure forms, annually.

**2015 Meeting Dates**: We will continue to meet the second Tuesday of each month at the Ouachita Parish Health Unit.

A motion was made and seconded that we adjourn. Motion was passed unanimously.

Next Meeting – February 10, 2015 - Ouachita Parish Health Unit – Community Room