**Northwest Louisiana Human Service District (NLHSD)**

Meeting Minutes for

**Monday, June 15, 2015 @ 5:30 p.m.**

1310 N. Hearne Avenue – Shreveport Behavioral Health Clinic – Shreveport, LA 71107

**Call to order:** Fowler called the meeting to order at 5:43 PM.

**Invocation:** Vice Chair Jones gave the invocation

**Pledge of Allegiance:** The pledge was recited by all in attendance.

**Welcome:** Chairperson Fowler welcomed the board and all guests.

**Roll Call Quorum Present**

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| Bienville-Randy McKinney PRESENT | Bossier-Jeanette Edmiston PRESENT | Caddo-Njeri Camara  PRESENT | Claiborne-Christon Cupp PRESENT |
| DeSoto-Fred Jones PRESENT | Natchitoches-Sandy Wiggins Long  PRESENT | Red River-Wanda Brock  PRESENT | Sabine-Marcelle Slaughter  EXCUSED |
| Webster-Ora Rice  PRESENT | Gov.-Deanna Fowler  PRESENT | Gov.-Barbara Marshall  EXCUSED | Gov.-Chris Nolen  PRESENT |
| Staff ED-D. Efferson |  |  |  |
| Guests- Duane Ebarb | Lynda Reed LACG Ad. Assistant |  |  |

**Approval of Agenda:** A motion by Brock with a second by McKinney to approve the agenda carried. A motion by Brock with a second by McKinney to rescind their motion carried. Camara moved to amend the agenda to add (b) Update policy governance manual to amend the ENDS Statement as recommend by the Subcommittee (See Attached Minutes) andchanging from annual to monthlyreviewof the Board MemberSelf Evaluations on the Agendas (Appendices A & B)under Old Business. Brock seconded the motion. The motion carried.

**Approval of the Minutes of May 7, 2015 Nominating Committee:** Camara moved to postpone the submission of the nominating committee minutes. Brock seconded the motion and the motion carried.

**Minutes of May 18, 2015 Subcommittee on Review of Additional Stakeholders’**

**Surveys and ENDS Statements:** These minutes were submitted to the board.

**Minutes of May 18, 2015 Board Meeting:** Jones moved to approve the minutes of the

May 18, 2015 board meeting. Brock seconded the motion and the motion carried.

**Guest and Public Comments:** No Comments

**Agenda Items for Discussion/Action:**

**New Business**

**1.    Executive Limitations:** McKinney moved to accept the ED report as in compliance. Brock seconded the motion. The motion carried.

**a. Communication and Support to the Board Page 14** ED Efferson brought attention to the marketing plan included in the ED report.

**b. Financial Condition & Activities Page 7** The ED pointed out the increase in self generated funds due to centralized billing and the follow up on denials and the ability to bill third parties with the ICAN notes software.

**2. Governance Process**

**a. Agenda Planning Page 17** Camara moved to accept the policy as printed. Brock seconded the motion. The motion carried.

**b. Cost of Governance Page 24** McKinney moved to accept the policy as printed. Rice seconded the motion. The motion carried.

**c. Board Monitoring Summary Report May 2015:** Jones moved to receive the Summary Report. Brock seconded the motion. The motion carried.

**3. Board Business**

a. **Election** **of Officers:** The ballots were distributed to the members of the board listing the Nominating Committee recommendations. There were no nominations from the floor for any of the offices. The members used the ballots to vote anonymously. Sandy Wiggins counted the ballots. The vote was unanimous of members present for the Nominating Committee recommendations: Chair-Fowler, Vice Chair-Camara, Secretary-Nolen, and Treasurer-Rice.

**b**. Appoint Subcommittee to clarify and modify current ED evaluation form and process. Fowler appointed Jones and Cupp to join her on a subcommittee to clarify and modify the current ED evaluation form and process. The subcommittee will meet on July 20th at 3:30 PM at the Hearne Avenue location.

**c**. Reminder to turn in Annual Ethics Training Certificate, confirm completion of Annual

Financial Disclosure Statement to ED, and to turn in travel documents to ED before June 30, 2015.

Fowler reminded the members to complete and submit confirmation of Ethics training and Financial Disclosure statement as well as travel requests.

**4. Old Business**

1. **June Board Compliance Monitoring Tool Completion:** Members completed the tool and submitted it to Fowler for analysis.
2. **Update Policy Governance Manual to amend the ENDS statement and changing from annual to monthly review of the Board Member Self Evaluations on the Agendas (Appendices A & B):**  A motion by Brock with a second by McKinney to change from annual to monthly review of the Board Member Self Evaluations was passed.

Camara moved to approve ENDS statement #4 listed in the Final Proposal of the Stakeholder’s Subcommittee minutes. Edmiston seconded the motion. The motion carried.

Camara moved the approve ENDS statement #5 as found in the Final Proposal of the Stakeholder’s Subcommittee minutes. Jones seconded the motion. The motion carried.

**Announcements/Acknowledgements:** McKinney told the board he is having surgery and hoped to be in attendance at the next meeting.

ED Efferson will ask Pam Breedlove, NLHSD’s new attorney, to attend the July or August meeting.

**Next Proposed Meeting Date: Monday, July 20, 2015 @ 5:30 p.m.**

**Adjournment:** Jones moved to adjourn the meeting with a seconded by McKinney. The motion carried. The meeting adjourned at 7:30 PM.