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

Meeting Minutes for

**Monday, March 21, 2016 @ 5:30 p.m.**

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

**Call to order** The meeting was called to order by President Dee Fowler at 5:45 pm.

**Invocation** Vice President Camara gave the invocation

**Pledge of Allegiance** The pledge was recited by all participants.

**Welcome** Fowler welcomed all present including Randall Brown, newly elected DD Council representative.

**Roll Call Quorum Present**

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| Bienville-Randy McKinney Present | Bossier-Jeanette Edmiston Present | Caddo-Njeri Camara  Present | Claiborne-Christon Cupp Excused |
| DeSoto-Fred Jones  Excused | Natchitoches-Sandy Wiggins Excused | Red River-Wanda Brock  Present | Sabine-Marcelle Slaughter Present |
| Webster-Ora Rice  Present | Gov.-Deanna Fowler  Present | Gov.-Barbara Simpson  Present | Gov.-Chris Nolen  Present |
| Staff ED-D. Efferson Present |  |  |  |
| Guests- Duane Ebarb LACAN | Randall Brown DD Council |  |  |

**Approval of Agenda** A motion by McKinney with a second by Brock to approve the agenda carried.

**Approval of the February 15, 2016 Minutes** A motion by Edmiston with a second by Brock to approve the February 15, 2016 minutes carried.

**Guest and Public Comments** Duane Ebarb reported that April 5th is Disability Rights Day at the Capitol. A charter bus provided by Families Helping Families will be going. Those interested in going should call FHF.

**Agenda Items for Discussion/Action**

**New Business**

1.      **Executive Limitations – Official Executive Director Report on File with the Secretary and**

**available for public inspection.** A motion by Brock with a second by Camara to accept the ED report as in compliance carried.

**a. Financial Condition & Activities Page 7** The ED reported that unspent contract dollars normally reallocated to other contracts have been swept to pay down state debt. The district is looking at a 10% across the board reduction in the budget for FY17. The district has received a $1.8 million cut last fiscal year. ED also reported about SB 114 which has been prefiled requiring approval of the DHH Secretary to approve any salary adjustments of the Human Service District Executive Directors.

**b. Communication and Support to the Board Page 14** The ED reported that as a requirement of a SAMSA grant dealing with the flooding a Disaster Response Center must be set up in each identified parish. Crisis Counseling Program must be established in each parish. The district is taking resumes for paraprofessionals or counselors to address this need. A total of 14 individuals is needed. These would be short term employment contracts 60 days to a maximum of 6 months. Individuals with LPC,or LCSW credentials should contact the district office at 318-862-3085 or stacey.fuselier-pierce@la.gov.

2. **Governance Process**

1. **Board Monitoring Summary Report of February 2016** A motion by Camara with a second by Brock to accept the report carried.

**3. Board Business**

1. **Member’s Term Wishes Sent to Parishes (if applicable)** Randy McKinney will continue to serve to complete two full years on the board. His resignation is effective October 21, 2016.
2. **Retreat Planning** Fowler asked Ora Rice to chair the retreat and Barbara Simpson to co-chair.
3. **Executive Session: Written and Oral Comments**

**Compiled on ED Performance from each board member Page 28-33** A motion by Brock with a second by McKinney to go into executive session for the purpose of discussing the evaluation of the ED’s performance carried. A motion by Brock with a second by Camara to come out of executive session carried. Written and oral comments were completed and a naming of a committee to review the Executive Director’s salary.

1. **Appointment of committee to make recommendations on**

**ED Performance Evaluation.** Fowler appointed McKinney, Nolen and herself to serve on the committee to make recommendations on the ED Performance Evaluation. The committee will meet on April 11th at 3:00 pm at the Hearne Avenue location.

**4. Old Business**

1. **Committee Report for developing format and questions to Stakeholders approved.** Fowler distributed the questions and said she would also email copies to the board. Each board member is to distribute to appropriate individuals in their respective areas and are responsible for turning in at least two.
2. **March Board Compliance Monitoring Tool Completion.** The compliance tool was distributed and each board member completed the tool and submitted it to Fowler for analysis.

**Announcements/Acknowledgements:**

**Next Proposed Meeting Date: Tentatively Monday, April 18, 2016 @ 3:00 vs. 3:30 to begin Retreat and 5:30 for regular meeting--need quorum for both sessions. Need at least 2 written responses from each board member’s area.** The board decided to meet at 3:30 on April 18, 2016 for our Retreat. The regular meeting will begin at 5:30 on the same day.

**Adjournment:** A motion by Brock to adjourn at 7:30 carried.

Respectfully Submitted.

Chris Nolen, Secretary