**Northwest Louisiana Human Service District (NLHSD) – Region 7**

Minutes of the Meeting of **Monday, December 16, 2013 @ 5:30 p.m.**

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

The meeting of the Board of Directors of the NLHSD was held on **Monday, December 16, 2013 at 5:30 pm**. The meeting was called to order by Chair Marcelle Slaughter at 5:40 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance led by F. Jones was recited by all.

**Roll Call In Attendance**: Njeri Camara, Fred Jones, Marcelle Slaughter, Deanna Fowler, Chris Nolen and Barbara Marshall. Absent: Wanda Brock and Ora Rice Vacant: Bienville, Bossier, Claiborne and Natchitoches. District Staff: Doug Efferson, ED. No Members of the Public present.

**Additions/Deletions to the Agenda.**

**Moved by Jones, 2nd by Marshall to amend the agenda** to under New Business change “2.a.” to “1.d.”. 2.b changes to 2.a., add “2.b. Letter from DHH to Report on the Readiness Assessment.” **Unanimously approved.**

**Approval of the Agenda**

**Moved by Nolen, 2nd by Jones to adopt the agenda as amended.** Ayes: Camara, Jones, Slaughter, Fowler, Nolen and Marshall. Nayes: None. **Unanimously approved.**

**Approval of the Minutes of November 18, 2013. Moved by Nolen, 2nd by Jones** to approve the Minutes of November 18, 2013, As Amended. **Unanimously approved.**

**Guest and Public Comments:**  None

**Agenda Items for Discussion/Action:**

**New Business**

1. **Executive Limitations – Official Executive Director Report on file with secretary and available for public inspection; also available for viewing through NLHSD Dropbox**
   1. Communication and Support to the Board - No Board compliance issue to report. No board concerns received regarding ED communication methods, clarity of information presented, or communications to individual board members. All agenda items needing board approval have been submitted appropriately for such approval.
   2. Financial Conditions & Activities – No non-appropriated funds were collected this month. No unusual or extraordinary expenses to report.
   3. Asset Protection Executive Report – There are no Violations to report.
   4. Status Update on Strategic Plan Selective Initiatives – To be presented in January, 2014

**Moved by Jones, 2nd by Marshall** to accept the ED Report as in Compliance with the Governance Policy Manual. **Unanimously approved.**

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1. **Governance Process –** The following areas were reviewed and found to be in compliance and no changes needed as noted by the following motions. .
   1. Board Monitoring Summary Report for November, 2013 - **Moved by Jones 2nd by Nolen** to accept the Summary Report **Unanimously approved**.
   2. Letter from DHH – Report of Readiness Assessment II – The District received notification for DHH that it successfully passed Phase II of the RA.
2. **Board Business** 
   1. Review of Readiness Assessment. **Moved by Jones, 2nd by Fowler** requesting review of Phase III RA by DHH. **Unanimously approved.** .
   2. Next scheduled meeting date is National Holiday. MLKing, Jr. Birthday. **Moved by Camara, 2nd by Jones** to move the January meeting date to Tuesday, January 21, 2014. **Unanimously approved.**

**Old Business**

1. Board Governance Training on CEO & Board Performance facilitated by Dee Fowler.

Take Aways:

* The Board exists to act as the informed voice and agents of the owners whether in a legal or moral sense.
* The Board is accountable to owners if the organization is going to be successful.
* The Board speaks with one voice as a whole.
* The Board defines in writing its expectations about the effects to be produced, who are the intended recipients of the effects and what are the indeed results achieved.
* The Board Means and Delegation of Policy is used as a means of accepting what is possible for the District and given exercise authority through the Executive Limitations.
* There is Decision Information and Evaluative information used in determining Executive Performance. Incidental information cannot be utilized to evaluate performance.

**Announcements** – None

**Next Meeting Date** -The next meeting date for the Board will be **Tuesday, January 21, 2014 @ 5:30 pm. Unanimously approved.**

**Adjournment -** Moved by Jones, 2nd by Nolen to adjourn at 7:00 p.m.

Respectfully submitted, Njeri Camara, Secretary