

**Northwest Louisiana Human Service District (NLHSD) – Region 7**  
**Minutes of the Meeting of Monday, February 17, 2014 @ 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, February 17, 2014 at 5:30 pm**. The meeting was called to order by Chair Marcelle Slaughter at 6:00 p.m. Invocation was offered by Njeri Camara. Pledge of Allegiance was recited by all.

**Roll Call In Attendance:** Njeri Camara, Marcelle Slaughter, Ora Rice, Deanna Fowler and Chris Nolen. Wanda Brock was in attendance via telephone call-in Absent: Fred Jones and Barbara Marshall. Vacant: Bienville, Bossier, Claiborne and Natchitoches. District Staff: Doug Efferson, ED, Russell Semon, Wendy Goad. One member of the public present, Reece Middleton.

**Additions/Deletions to the Agenda.** Moved by Camara, 2<sup>nd</sup> by Nolen to amend the agenda to delete items “c.” and “d” under Executive Limitations.

**Approval of the Agenda.** Moved by Nolen, 2<sup>nd</sup> by Camara to approve the agenda as amended. Ayes: Camara, Slaughter, Rice, Fowler and Nolen. Nays: None.

**Approval of the Minutes of January 21, 2014.** Moved by Fowler, 2<sup>nd</sup> by Rice to approve the Minutes of January 21, 2014. **Unanimously approved.**

**Guest and Public Comments:** Reece Middleton, former Executive Director of the Louisiana Association on Compulsive Gambling, reported that he has now taken a part-time position with the organization and that the new Executive Director is Janet Miller. The organization previously recognized gambling in a “Problem Gambling Awareness Week” that is now under a national move to have March be “Problem Gambling Awareness Month.” He further stated the Association would like CORE to serve as the go-to agency for assessment and treatment for family members with a gambling addiction.

**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**

- a. Financial Conditions and Activities – No non-appropriated funds were collected this month. YTD Expense Report provided for board review, discussion and approval. Actual expenses appear to be running 30% below budget due to some DHH-HR reporting category errors identified by the District Finance Director. The DOA is working to fix the problem and the expense report for next month should be accurate. Budget for FY 2014-2015 has been released by Governor Jindal. It included a 4% raise for staff but also included a \$590,908 reduction in the budget initially requested and submitted. No real property was acquired, encumbered, or disposed of in violation of state and

federal law. Third-party billing is expected to be up and running in February. ICANotes purchase is still pending approval with all requested documenting being submitted.

- b. 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. District IT Domain purchasing requests were approved on February 14 and the District is waiting on AT&T to provide a timeline for the connectivity installations at each location. District Transition Plan was completed as scheduled with CAS starting back up at the North Hearne location on February 3. The leased space on Knight Street is now being referred to as the "District Office" where all Executive services are located. On Tuesday, February 25 at 5:00 p.m. DHH will host a public form on the Managed Long Term Supports and Services (MLTSS) initiative currently underway in Louisiana. A major recommendation by the committee reviewing the process is to eliminate the waiver list for disability services. A NLHSD public form is being held in Shreveport on Thursday, February 27 on Substance Abuse Prevention and Treatment (SAPT) Block Grant Funding. The forum will be held at the Brentwood Hospital Gymnasium, 1006 Highland Avenue in Shreveport. The Board Training scheduled for April 12 has been canceled due to delays in purchasing approval. Recommendation was made to contract with David Britt, Executive Director of the United Way of CENLA to provide board training at a reduced rate that can have in-house authorization.

**Moved by Nolen, 2<sup>nd</sup> by Camara** to accept the ED Report as in Compliance with the Governance Policy Manual. **Unanimously approved.**

## 2. Governance Process.

- a. Report of ED Performance Evaluation Committee - **Moved by Nolen, 2<sup>nd</sup> by Rice** to go into Executive Session to discuss the matter of the Executive Director's performance. **Unanimously approved.** The Performance Evaluation Committee report was reviewed by subcommittee Chair Deanna Fowler with full discussion by the Board. **Unanimously approved. Moved by Nolen, 2<sup>nd</sup> by Rice** to grant the ED a 4% Salary Adjustment. **Unanimously approved. Moved by Nolen, 2<sup>nd</sup> by Rice** for implementation of the Adjustment to take place after the full evaluation is complete in March **Unanimously approved. Moved by Fowler, 2<sup>nd</sup> by Rice** to reconvene the regular board meeting. **Moved by Camara, 2<sup>nd</sup> by Nolen** to accept the PE Committee recommendation that following completion of the ED Performance Evaluation in March, the Board may considered a 4% salary adjustment increase. **Unanimously approved.**
- b. Board Monitoring Summary Report January, 2014 reviewed and discussed by Dee Fowler. **Moved by Nolen, 2<sup>nd</sup> by Camara** to accept the January, 2014 Summary Report. **Unanimously approved.**

## 3. Board Business

- a. Board Member Terms, letters to parish authorities – Secretary Camara will draft letter and forward to Chair Slaughter to edit and finalize. ED will print Chair's finalized letter on District letterhead and arrange a meeting with Chair to secure signature.
- b. Board Retreat – Scheduled to be held Saturday, March 22, 2014 was changed to be held on Monday, March 17 at 4:30 p.m. The Readiness Assessment Phase III cannot begin until the Committee meets to assist with working out the details of objectives and deliverables for Phase III. Member Rice will chair the committee and Members Fowler and Nolen will also serve on Retreat Committee. Member

Fowler will also coordinate rescheduling of the Board Training originally scheduled to be held during the next regularly scheduled Board Meeting on Monday, March 17, 2014.

- c. Community Forum - The NLHSD will hold its annual public form on the Substance Abuse Prevention and Treatment (SAPT) Block Grant will be held on Thursday, February 27, 2014, from 12:00 pm until 2:00 p.m. at Brentwood Hospital located at 1006 Highland Avenue in Shreveport.
- d. Board Monitoring Tool for February, 2014 – Member Fowler will email the form to Board members who are to complete the form and mail back to Fowler by March 5.

**Old Business - None**

**Announcements** – DHH Liaison Russell Semon announced that his last day of working for the State will be February 28, 2014. He will retire from public employment and will return to his love of working with children/youth through a private counseling agency.

**Next Meeting Date** – Moved by Camara, 2<sup>nd</sup> by Brock to set the next meeting date for **Monday, March 17, 2014**, and adjust the meeting time one hour early to **4:30 pm** to accommodate the Board training to be facilitated by David Britt. **Unanimously approved.**

**Adjournment** - Moved by Camara, 2<sup>nd</sup> by Nolen to adjourn at **7:30 p.m.**

Respectfully submitted. *Njeri Camara*, Secretary