**Governance Board Meeting Minutes**

**Northwest Louisiana Human Services District**

**Monday, May 20, 2019**

District Office Large Conference Room, 1310 North Hearne Avenue, Shreveport LA 71107

Called to Order: By Njeri Camara at 5:30pm

Invocation: By George Sewell

Pledge of Allegiance: Led by Njeri Camara

Welcome/Special Guest/Introductions: Sharon Doyle, Developmental Disability Director and Rhonda Watts, Louisiana Association of Compulsive Gambling welcomed.

Roll Call: George Sewell, Njeri Camara, Fletcher Carter, Gary Conlay, Ora Rice, Matthew Linn and Reece Middleton were present. Wanda Brock listened in by phone and Marcelle Slaughter was still in route. Bienville, Claiborne and Governor Appointee #2 have no board representative at this time. A quorum of 7 out of 9 present board members was confirmed by Ora Rice, Board Secretary. Doug Efferson, Executive Director, was present. Marcelle Slaughter came in at 5:40pm.

Approval of Agenda: Moved by Fletcher Carter, seconded by Gary Conlay, unanimously approved without any changes.

Approval of the Minutes for April 27, 2019: Moved by Fletcher Carter, seconded by Matthew Linn, unanimously approved without any changes.

Guest and Public Comments: None.

Presentation by Sharon Doyle, Developmental Disability Director: Sharon gave a detailed presentation of the services currently offered through our developmental disability office, the volume of clients served, how the one-time additional funding was used this fiscal year, and how individuals can request services. A robust question and answer session followed.

Executive Limitations: Doug Efferson gave a summary of his written report on the Financial Conditions & Activities, Communication and Support to the Board, and Emergency Executive Director Succession policies. Names submitted for succession planning included Gloria Lott, Finance Director and Michele Impson, Human Resource Director. Marcelle Slaughter moved to accept the report, seconded by Matthew Linn, and unanimously approved without any policy changes.

Governance Process: Marcelle Slaughter led a review of the Chairpersons Role policy. Fletcher Carter moved to accept the policy without changes, Marcelle Slaughter seconded, unanimously approved without any changes. Reece Middleton and George Sewell led a review of the Board Member’s Doce of Conduct policy. Matthew Linn moved to accept the policy without changes, Fletcher Carter seconded, unanimously approved without any changes.

Board Business: Annual Conflict of Interested forms completed by all present board members. Njeri Camara asked all board members to complete their online annual ethics training and annual financial disclosure submission before the June board meeting. Njeri Camara led a review of the Stakeholder Survey Summary Report and highlighted the many positive statements made. Reece Middleton made his Board Office Nominating Committee report to the full board and presented the following slate of officers for board consideration; George Sewell for Board Chair, Reece Middleton for Board Vice Chair, Matthew Linn for Board Secretary, and Fletcher Carter for Board Treasurer. The April Board Monitoring Summary Report was reviewed and accepted. The May Board Compliance Monitoring Tool was completed by all present board members. The next meeting date was agreed to be on Monday, June 17th, at 5:30pm.

Announcements/Acknowledgements: None.

Adjournment: George Sewell moved to adjourn the meeting at 7:03pm, seconded by Fletcher Carter, and unanimously approved.

Minutes Prepared by Ora Rice, Board Secretary