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

Minutes of the Meeting of **Monday, September 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, September 16, 2013 at 5:30 pm**. The meeting was called to order by Vice Chairperson Fred Jones at 5:50 p.m. Invocation was offered by Fred Jones. Pledge of Allegiance was recited by all.

**Roll Call In Attendance**: Njeri Camara, Fred Jones, Wanda Brock, Marcelle Slaughter, Ora Rice, Deanna Fowler and Chris Nolen. Absent: Jennifer Partain, Margaret Lowery, Roland Pippin and Barbara Marshall. District Staff: Doug Efferson, ED. DHH Liaison: Russell Semon. Members of the Public signed attendance roster.

**Additions/Deletions to the Agenda.**

**Moved by Brock, 2nd by Rice to amend the agenda** to add “Additions/Delections to the agenda. **Unanimously approved.**

**Moved by Nolen, 2nd by Rice to amend the agenda** and position “Old Business” to be taken before New Business in order to accommodate the DHH Liaison’s schedule. **Unanimously approved**

**Moved by Fowler, 2nd by Camara to amend the agenda** to add “b. Training” under 3. Board Business. **Unanimously approved.**

**Moved by Nolen, 2nd by Brock to adopt the agenda as amended**. Ayes: Camara, Jones, Brock, Slaughter, Rice, Nolen and Fowler. Nayes: None. Motion carried.

**Approval of the Minutes of August 19, 2013. Moved by Fowler, 2nd by Rice** to approve the Minutes of August 19, 2013. **Unanimously approved.**

**Guest and Public Comments:** Reece Middleton is glad to be back in attendance at the District meeting. Guest present included Jennifer Salter, a parent; and Laura Head with the Office for Citizens with Developmental Disabilities.

**Agenda Items for Discussion/Action:**

1. **Old Business**
2. **Readiness Assessment**

DHH Liaison Russell Semon reported that all board documents have been loaded onto the NLHSD Dropbox files. All board members should review the documents in time for the October 21, 2013 Assessment. It is anticipated the Review Team will conduct the Readiness Assessment beginning at 2:00 or 2:30 pm. The RA Team will review specific board documents prior to coming for the Assessment. Any concerns will be sent to Rusty and will then be forwarded to Doug or the Board to clear up/address. Following Acadiana and Calcasieu is a benefit to NLHSD.

As a follow-up to the Liaison’s report Chris Nolen commented that the Board Recruitment Process, distributed as a handout, has not been official adopted to be part of the Governance Manual. **Moved by Fowler, 2nd by Rice to** adopt the Draft Board Recruitment Process. **Unanimously approved.**

**New Business**

1. **Executive Limitations** 
   1. Communication and Support to the Board - No new monitoring data to report. The letter requesting our Phase II assessment was received and a date for the assessment is yet to be set. Policies, procedures and other documents related to the Phase II assessment has been placed in the NLHSD drop box as requested by Russell Semon. 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. Tina Rivera, our new Finance Director, was able to start September 3rd. She is coordinating our efforts to complete the 2014-2015 budget packet for our District with final documents due to DHH by October 13th.
   2. Financial Conditions & Activities – No non-appropriated funds were collected this month. The attached FYE 2013-2014 Expenses and Assumptions Compared to Budget report for August, 2013 shows the expenditures and categorical funding services are being maintained for the District and reflects the updated YTD expenses. No unusual or extraordinary expenses to report. FYE estimate continues to trend within budget. No real property was acquired, encumbered, or disposed of in violation of state and federal law. Re-tagging of equipment expected to be completed by January 1st. Collections is improving with bills being sent out for all claims starting July 1st and third party billing expected to be available soon. ICANotes is under review as an alternative billing software system. No revenues are assigned to the District at this time.

**Moved by Camara, 2nd by Brock** to accept the Executive Director’s Report. **Unanimously approved.**

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1. **Governance Process**
   1. Global Governance Commitment **– Moved by Fowler, 2nd by Nolen** to accept the current Global Governance Commitment.  **Unanimously approved.**
   2. Governance Style – **Moved by Fowler, 2nd by Rice** to change the Appendix “E” to “D” and add “Board Member Recruitment Process under #7 in the Governance Style section. **Unanimously approved.**
   3. Board Job Description – Moved by Nolen, 2nd by Rice to accept the Board Job Description. Unanimously approved. Moved by Fowler, 2nd by Camara to make the Board Job Description part of the policy manual. Unanimously approved.
2. **Board Business** 
   1. Communications Policy (agenda development). **Moved by Brock, 2nd by Fowler** to adopt the following as the policy for agenda development. *“The secretary will be given one week after the regular meeting (3rd week of month) to get the draft minutes out to the board (4th week of month). The Executive Committee will then have one week to review minutes and agree upon a tentative agenda (1st week of month). The Secretary will then distribute the tentative agenda to the full board for a one week review (2nd week of month). Any suggestions and/or recommendations from board members about agenda content should be submitted to the Chair by the Monday prior to the regular board meeting (2nd week of month). The Chair will then have until Wednesday of that week to notify the Secretary of final agenda content to be posted on Thursday of that week (2nd week of month).”* **Unanimously approved**.
   2. Training – Because the Readiness Assessment will be in October (a board calendar training month) Moved by Fowler, 2nd by Camara to move the October training date to November. Unanimously approved. Moved by Camara, 2nd by Brock to appoint Dee Fowler to coordinate the November training for the board. Unanimously approved.

**Announcements** – The next meeting of the Behavioral Health Regional Advisory Council will be held on Wednesday, September 18 at 1:00 pm. Board members may attend in person at the Shreveport Behavioral Health Clinic or by video conference at one of the rural BH clinic sites. Shreveport OBH will host prevention training on Friday, September 20, 2013 that board members may attend as part of on-going education.

**Next Meeting Date** - The next meeting date for the Board will be **Monday, October 21, 2013 @ 2:00 pm.** **Unanimously approved.**

**Adjournment -** Moved by Nolen, 2nd by Camara to adjourn at 6:53 p.m.

Respectfully submitted, Njeri Camara, Secretary