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

Minutes of the Meeting of **Monday, April 15, 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, April 15, 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 was led by Morgan Johnson and recited by all.

**Roll Call In Attendance**: Jennifer Partain, Morgan Johnson, Njeri Camara, Margaret Lowery, Fred Jones, Marcelle Slaughter, Ora Rice, Deanna Fowler, and Barbara Marshall. Absent: Roland Pippin (excused), Wanda Brock (unexcused) and Chris Nolen (excused) District Staff: Doug Efferson, ED. DHH Staff: Russell Semon, Sharon Doyle and Wendy Goad. Members of the Public: Reece Middleton.

**Additions/Deletions to the Agenda.** Moved by Deanna Fowler, 2nded by Jones to amend the agenda to add “6. Appointment of a Nominating Committee” under “A. New Business” to the agenda. Ayes: Partain, Johnson, Camara, Lowery, Jones, Slaughter, Rice, Fowler and Marshall. Nays: None

**Adoption of the Agenda**. Moved by Jones, 2nd by Marshall to adopt the agenda as amended. Unanimously Approved.

Approval of the **Minutes of March 18, 2013**. Moved by Johnson, 2nd by Fowler. Unanimously approved.

**Guest and Public Comments:** Reece Middleton, Executive Director of the Louisiana Association on Compulsive Gambling, stated he will be in attendance at the Retreat to formally present information.

Executive Director Report – Efferson presented a written report for April that reflected activities of the ED and the district covering: DHH Conference Call on HR/CFO, IT meeting with Chris Dykes and Sid Simmons, Budget Review by House Appropriations Committee, meeting with Board Chair, Procurement meeting with Sonya Pulliam, meeting with Board Treasurer, Tour of C.O.R.E. and Helpline Facilities, Records Archiving, OBH Quarterly Report Trends and ED Workplan Phase II. The ED also reported he had attended a meeting of the Caddo Parish Commission to introduce himself and provide an update about the District. Commissioner Williams expressed interest and concern about funding to support the behavioral health assessments at juvenile court that have been cut, stating that is a grave concern for the Commission at this time and should be considered by the District in determining ENDS Policy. Further, Efferson reported the House Health & Welfare Committee is considering House Bill 284 to place all LSU Hospitals under the human service districts. Suggested board members contact Representatives from northwest Louisiana region include Kenny Cox of Red River, Richard Burford of south Caddo and DeSoto and Patrick Williams of Caddo on the House Health and Welfare Committee to share thoughts or position on the issue.

Moved by Fowler, 2nd by Rice to accept the report of the Executive Director. Unanimously approved.

**Agenda Items for Discussion/Action:**

1. **New Business**
2. Amend Board Policy Manual regarding public comments – Camara reviewed a draft public comment policy: *“It is the policy of the NLHSD Board to hear comments from the public on items that appear on the meeting agenda. Should a member of the public wish to address the board on a matter that does not appear on the meeting agenda, the matter will be placed on the Board agenda for the next regularly scheduled meeting.”*

Moved by Fowler, 2nd by Camara that the Board take the draft under advisement and make a decision at the next meeting. Unanimously approved.

1. Adoption of revised policy manual re: format changes - Moved by Camara, 2nd by Jones to adopt the policy manual as revised with format changes. Unanimously approved.
2. Adoption of Board Talking Points – Moved by Fowler, 2nd by Camara for board members to take the Board Talking Points as presented under advisement and make a decision for adoption at the next meeting. Unanimously approved.
3. Board Travel Reimbursements – Moved by Jones, 2nd by Camara that the Executive Director be charged with responsibility for finalizing and ensuring that travel reimbursements are processed through Baton Rouge. Unanimously approved.
4. Tier 2 – Financial Disclosure Reports – The Board was given reminder that the report is due May 15, 2013.
5. Appointment of Nominating Committee – The Chair opened the floor for discussions and volunteers to serve. Moved by Jones, 2nd by Rice for Marshall, Johnson, Fowler and Camara to serve on the Nominating Committee. Unanimously approved.
6. **Old Business**
7. Summary Report on Board Monitoring Tool – It was decided the board has completed a calendar cycle of utilizing, modifying and refining the tool. The ED will now utilize the tool as a monthly guide for agenda items and measuring performance of Board and ED. Moved by Camara, 2nd by Jones to adopt the Summary Report of the Board Monitoring Tool.
8. Planning of Agenda for Board Retreat – April 20, 2013 – Agenda to include: Community Engagement, completion of Objective 4 on the Board Workplan for Readiness Assessment Phase II to Finalize Development of Owner/Stakeholder Involvement plan; and completion of Objectives 1, 2 and 3 of the Workplan.

**Comments/Observations** – None

**Next Meeting Date** - The next meeting date for the Board will be **Monday, May 20, 2013 @ 5:30 pm.** Unanimously approved. The Board Retreat will be held on Saturday, April 20, 2013 @ 8:30 a.m.

**Adjournment -** Moved by Jones, seconded by Johnson to adjourn at 8:00 p.m.

Respectfully submitted, Njeri Camara, Secretary