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

Minutes of the Regular Meeting of Monday, August 20, 2012 @ 5:30 p.m.

1525 Fairfield Avenue; 5th Floor Conference Room – Shreveport, LA

The regular monthly meeting of the Board of Directors of the NLHSD was held on **Monday, August 20, 2012 at 5:30 pm**. The meeting was called to order by Fred Jones at 5:40 p.m. Invocation was offered by Jones. Pledge of Allegiance was led by Chris Nolen.

**Roll Call In Attendance**: Jennifer Partain, Morgan Johnson, Njeri Camara, Margaret Lowery, Fred Jones, Roland Pippin, Wanda Brock, Marcelle Slaughter, Ora Rice, Dee Fowler, Chris Nolen and Barbara Marshall. All Board Members were in Attendance. DHH Staff present: Russell Semon, Wendy Goad, Sharon Doyle, and Stacey Pierce. Members of the Public: Reece Middleton of the LA Assoc. on Compulsive Gambling and Aaron Allen (Many)

**Additions/Deletions to the agenda** – /No action.

**Adoption of the Agenda** was approved as moved by Nolen, seconded by Brock. Unanimously approved.

**Guest and Public Comments –**

**DHH Liaison Report –** Russell Semon indicated he would have more comments under Old Business relative to the ED Position and Hiring Process

**Approval of the Minutes of July 16, 2012** - Moved by Nolen, 2nd by Brock for the reading of the Minutes of July 16, 2012, Unanimously approved. The Minutes of July 16, 2012, were read into the record by the Secretary. Moved by Camara, 2nd by Brock for approval of the Minutes of July 16, 2012 as read. Unanimously approved.

**Agenda Items for Discussion:**

1. **Travel Authorization/Reimbursement Documents – Moved by Lowery, 2nded by Brock** that moving forward travel reimbursement documents will be submitted on a quarterly basis as follows:

|  |  |  |
| --- | --- | --- |
| **Beginning Period** | **Ending Period** | **Reimbursement Request** |
| June 10, 2011  | June 30, 2012 | September, 2012 |
| July 1, 2012 | September 30, 2012 | October, 2012 |
| October 1, 2012 | December 31, 2012` | January, 2013 |
| January 1, 2013 | March 31, 2013 | April, 2013 |
| April 1, 2013 | June 30, 2013 | July, 2013 |

**Unanimously approved.**

1. **Conflict of Interest Policy –** All board members were required to sign and turn in a Conflict of Interest Policy form.
2. **Executive Director Report** – In lieu of an Executive Director Report, regional managers for the program officers of Office of Behavioral Health, Wendy Goad, and Office for Citizens with Developmental Disabilities, Sharon Doyle, provided discreet information on program services and contracts covering information regarding the Ends Focus of Grants or Contracts and the Satisfaction/Grievance/Complaint Reports for all programs. Russell Semon added that the Global ENDS of what the NLHSD Board should expect from each program office will be based upon the mission and vision statements of each program.

**Old Business –**  Moved by Lowery, seconded by Camara that discussion of the Executive Director Position and the Executive Director Hiring Process be placed on a special meeting agenda for those two items only to be held August 27, 2012 @ 5:30 p.m. Unanimously approved.

**New Business** - None

**Comments/Observations –** Members completed Board Monitoring tool.

**Next Meeting Date** - special meeting scheduled for **Monday, August 27, 2012, @ 5:30 p.m**.

**The meeting adjourned at 7:45 p.m.**

Respectfully submitted, Njeri Camara, Secretary