

JEFFERSON PARISH HUMAN SERVICES AUTHORITY
BOARD MEETING
EAST JEFFERSON BOARD CONFERENCE ROOM
1500 River Oaks Rd., W., Second Floor
Jefferson, Louisiana 70123

MINUTES

Monday, August 6, 2018

Authority Board Members in Attendance:

James Arey	Rose Gilbert	Mike Spinato
Monica Baltodano-Dubey	Paula LaCour	Logan Williamson
Rashain Carriere-Williams	Dede Lyman-Redfearn	
Bruce Galbraith	Sal Scalia	

Authority Board Members Absent:

None.

Staff in Attendance:

Lisa English Rhoden, Executive Director
Liz Steinbeiser Riehl, CPS Director/General Counsel
Amy Hemphill, COO/CFO
Victoria Todd, CPS Compliance Officer
Tammy Valenti, CAA

Guest in Attendance:

Patricia Ehrle, Prospective Member
Alex Redfearn, Prospective Member

Ms. Lyman-Redfearn called the meeting to order at 6:08 p.m.

1. Order, Attendance, Introduction of Visitors, Adoption of Agenda.

Ms. Lyman-Redfearn asked for visitors and staff members in attendance to introduce themselves.

Ms. Lyman-Redfearn asked for a motion to accept the agenda as presented.

Mr. Arey made a motion to adopt the agenda as presented. Seconded by Mr. Williamson.
Passed unanimously.

2. Public Comment.
None.

3. Ownership Linkage.

Ms. Lyman-Redfearn reported on the Board Retreat survey results as follows:

- 90% said the retreat was a productive or somewhat productive use of their time
- 8 out of 9 members stated they gained clarity as to the role of Board members
- 8 out of 9 members committed to additional time spent on Board activities
- A couple of members discussed the need of sensitivity to time during Board meetings
- There were a couple of take away themes, one, recognizing and understanding that linkages are truly a board responsibility and not a staff responsibility and second, a specific plan is needed to focus on unmet needs and how to tweak and enhance the ENDS policy.

At this time, Ms. Lyman-Redfearn outlined linkage opportunities addressed at the retreat. She stated she met with Mrs. Gilbert and they put together an ownership map. Ms. Lyman-Redfearn reviewed the map and asked Board members to volunteer to fulfill these linkages:

- Behavioral Health Task Force – Jim Arey and Sal Scalia
- Behavioral Health Regional Advisory Council – Monica Baltodano-Dubey
- Developmental Disabilities Regional Advisory Council – Mike Spinato
- Community Dialogues – Rashain Carriere-Williams and Rose Gilbert
- Invited Guest – Ms. Lyman-Redfearn opened discussion regarding these meetings and suggested coming up with a set of questions to use at the meeting.
- Individual Meetings – This will be a 2019 initiative with 15 – 30 minute meetings and a pre-determined set of questions.

Ms. Lyman-Redfearn asked if any Board members had ownership linkages in June and July to report to the Board. There were no linkages to report.

4. Board Education.

A. JPHSA Compliance Plan Presentation – Ms. Riehl and Ms. Todd presented the JPHSA Compliance Plan. Ms. Riehl stated the compliance plan falls under her Division, which supports the Mission, Priorities, defined goals and objectives of the JPHSA by ensuring legal and regulatory compliance through continual monitoring of all JPHSA activities. Ms. Todd described compliance, the program and the Board’s responsibility for compliance oversight. Ms. Riehl then provided information on the code of conduct, which is part of this plan. Mrs. Gilbert asked for a copy of the Code of Conduct. Ms. Valenti will send a copy to the Board. A discussion followed. Ms. Lyman- Redfearn thanked Ms. Riehl and Ms. Todd for their presentation.

B. Executive Director Update – Ms. Rhoden reported as follows:

- Human Services Accountability Plan Annual On-site Monitoring – Ms. Rhoden briefed the Board on the outcomes of the AP monitoring report. She reported Developmental Disabilities received a perfect score. This is the third year with no findings and no recommendations. Ms. Rhoden stated Behavioral Health and JeffCare received an overall score of 89%. She stated JPHSA has 30 days to respond. A discussion followed.

- Louisiana State Civil Service On-site Monitoring – Ms. Rhoden reported a representative from State Civil Service was on site to do an audit of JPHSA’s Human Resources Division. She stated JPHSA received a perfect score with no findings or recommendations for the second year in

a row. A discussion followed.

- FY18 Statistics – Ms. Rhoden reported on the year end totals as follows:

- JeffCare
 - Primary Care Visits 7,602
 - Individual Services 14,852
 - Total Individuals Served Unduplicated 2,879
- Behavioral Health and JeffCare
 - Individual Visits 40,668
 - Individual Services 49,561
 - Total Individuals Served Unduplicated 6,962
- Behavioral Health Community Services
 - Total Served 21,456
 - Mobile Crisis
 - Face to Face Services 766
 - Telephonic Services 17,268
 - Total Individuals Served Unduplicated 8,768
 - First Episode Psychosis
 - Sessions Provided 692
 - Individuals Served 25
- Developmental Disabilities Community Services
 - Flexible Family Fund – Individuals Served 294
 - Individual Family Support – Individuals Served 678
 - Care Coordination Services 350
 - Care Coordination/Court Involved Services 22
 - Waiver – Individual Families 1,292
 - Total Individuals Served Unduplicated 1,869
- Pharmacy
 - Total Filled Prescriptions for Indigent Population 6,484
 - Total Indigent Individuals Receiving Prescriptions 629

- Elmwood 1st and 2nd Floor Renovation – Ms. Rhoden reported the renovations to the first and second floor are completed and under budget. A discussion followed. Ms. Rhoden stated demolition of the third floor has begun. Anticipated completion is the end of the second quarter.

- Parish Millage and Taskforce Presentation – Ms. Rhoden reported the Parish opted to place JPHSA’s millage on the ballot for the November election instead of waiting to hold it closer to 2021 when it is set to expire. Ms. Rhoden reported JPHSA will be attending a series of community meetings along with Parish officials and will be available to present and answer questions regarding services provided with millage funds if needed. The following two meetings have been scheduled:

- Wednesday, August 22, 2018, 7:00 p.m., East Jefferson Regional Library
- Thursday, August 23, 2018, 7:00 p.m., West Jefferson Regional Library

- JPPSS Superintendent Dr. Cade Brumley – Ms. Rhoden reported she attended a meeting with Dr. Brumley and Ms. Edna Metcalf. She stated the school system would like JPHSA to expand services to all Jefferson Parish public schools including more evidence-based programs. In addition, Ms. Rhoden reported JPPSS has applied for a grant along with the State and OBH, which JPHSA will be included.

- Staff Engagement Activity – Ms. Rhoden reported she and the Executive Management Team thanked staff members by going to each facility and handing out bags of chips with the message of “You’re All That and a Bag of Chips.” Ms. Rhoden stated it was well received and appreciated.

Ms. Rhoden announced the following linkage opportunity:

The Down Syndrome Association of Greater New Orleans Buddy Walk, October 6, 2018, The Shrine, 6000 Airline Drive, Metairie, LA, 9:30 a.m. – 3 p.m. (walk at 11 a.m.)

C. IPGA Conference Update – Mrs. Gilbert reported she and Ms. Carriere-Williams attended the IPGA Conference. She stated the conference was very good with all sessions geared to the Policy Governance Model. Mrs. Gilbert mentioned the IPGA has changed their name to Govern for Impact and is looking to introduce other types of governing models to their membership. She stated the organization is also discussing ways to engage junior professionals.

5. Required Approvals Agenda.

A. June Minutes – Ms. Carriere-Williams made a motion to modify the minutes presented to include the two guests in attendance at the May meeting. Seconded by Mrs. Gilbert. Passed unanimously. Ms. Carriere-Williams made a motion to approve the minutes as amended. Seconded by Ms. LaCour. Passed unanimously.

B. Financial Quarterly Report (April – June) – Ms. Hemphill reported on the Financial Quarterly Report and answered questions of the Board. A discussion followed. Ms. Carriere-Williams made a motion to accept the financial quarterly report as amended. Seconded by Mr. Arey. Passed unanimously.

C. Board Resolution – Attorney’s General Opinion – Ms. Riehl explained the Board Resolution is to give authority to Ms. Rhoden to move forward with asking for an Attorney General’s opinion. The opinion is asking for clarification as to whether or not Local Governing Entities had to close when the Division of Administration closed State offices to avoid paying classified staff members time and a half. A discussion followed.

Mrs. Gilbert made a motion for a Board Resolution authorizing the Executive Director to ask for an Attorney General’s opinion to determine if Local Governing Entities have to follow the Division of Administration’s office closure procedures. Seconded by Mr. Williamson. Passed unanimously.

6. Monitoring CEO Performance.

A. Monitoring Report – Consultants & Contract Work – Ms. Lyman-Redfearn asked the Board if they assessed the interpretation of the Consultants & Contract Work monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the interpretation of the policy as reasonable. Mr. Scalia made a motion to accept the interpretation of the Consultants & Contract Work monitoring report as presented prior to the meeting. Seconded by Mr. Arey. Passed unanimously.

Ms. Lyman-Redfearn asked the Board if they felt the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the data provided as documentation of compliance with the Consultants & Contract Work policy. Ms. Carriere-Williams made a motion to accept the data provided for the Consultants & Contract Work monitoring report as presented prior to the meeting. Seconded by Ms. LaCour. Passed unanimously.

Monitoring Report – ENDS Focus of Grants/Contracts - Ms. Lyman-Redfearn asked the Board if they assessed the interpretation of the ENDS Focus of Grants/Contacts monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the interpretation of the policy as reasonable. Ms. LaCour made a motion to accept the interpretation of the ENDS Focus of Grants/Contacts monitoring report as presented prior to the meeting. Seconded by Mrs. Gilbert. Passed unanimously.

Ms. Lyman-Redfearn asked the Board if they felt the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the data provided as documentation of compliance with the ENDS Focus of Grants/Contacts policy. Mr. Arey made a motion to accept the data provided for the ENDS Focus of Grants/Contacts monitoring report as presented prior to the meeting. Seconded by Mr. Spinato. Passed unanimously.

7. Monitoring Board Performance.

A. Board Self-evaluation – Ms. Lyman-Redfearn asked if a Board member would fill out the Board self-evaluation form for this meeting. Ms. LaCour stated she would complete the self-evaluation form. Ms. Lyman-Redfearn thanked Ms. LaCour.

B. Policy Review – Treatment of Staff – Ms. Lyman-Redfearn opened discussion on possible changes to the policy. A discussion followed. Mr. Williamson made motion to revise the policy with changes as presented. Seconded by Ms. Baltodano-Dubey. Passed unanimously.

Financial Planning/Budgeting – Ms. Lyman-Redfearn opened discussion on possible changes to the policy. A discussion followed. Mr. Arey made a motion to revise the policy with changes as presented. Seconded by Ms. LaCour. Passed unanimously.

C. Call for Nominating Committee – Ms. Lyman-Redfearn made a call for a Nominating Committee. Ms. Lyman-Redfearn, Mr. Scalia and Mr. Williamson will serve on the Committee. The Committee will meet prior to the next meeting and will bring nominations to the Board for Chairperson and Vice-Chairperson.

At this time, Ms. Carriere-Williams stated she could no longer serve on the JeffCare Board and asked for a replacement from the Board to serve on the JeffCare Board starting with the September meeting being held on September 18 at the JPHSA West Jefferson building. Ms. Lyman-Redfearn stated the Nominating Committee would include this change at their meeting.

D. Recruitment - Ms. Lyman-Redfearn reported the Board has two prospective applicants for the Finance/Accounting position. She opened discussion on filling the vacant position. Discussion followed.

Ms. LaCour announced Ms. Ehrle received the NDSS Champion of Change Award for advocates in April.

At this time, Mrs. Gilbert made a motion to give authority to the Chairperson to send a letter to the Parish Council recommending the appointment of Ms. Patricia Ehrle to the Finance/Accounting position on the Board replacing Ms. LaCour. Seconded by Ms. LaCour. Passed unanimously.

Ms. Lyman-Redfearn asked if a Board member would meet with Ms. Alex Redfearn. Ms. Redfearn is a prospective member to fill one of the Developmental Disabilities, Professional positions that will be vacant in December 2018. Mrs. Gilbert stated she would meet with Ms. Redfearn.

Ms. Lyman-Redfearn reported Ms. Sanders sent in her resignation due to her moving to Orleans Parish. She stated the Board now has an opening in the Addictive Disorders, Professional position. A discussion followed. Ms. Lyman-Redfearn asked Board members to consider possible candidates.

8. Announcements.

A. Board Generated Items – Ms. Lyman-Redfearn opened discussion regarding the change of date for the JPHSA Board meeting on Monday, March 4, 2019 due to this being the day before Mardi Gras. After discussion, Ms. Lyman-Redfearn made a motion to change the date from March 4, 2019 to Monday, March 11, 2019. Seconded by Ms. Baltodano-Dubey. 9 yeas, 1 nay. Motion passes.

Ms. LaCour announced a fundraiser, Eat for Change, to support Down Syndrome Association of Greater New Orleans. This event will take place at Chipotle, 3600 Veterans Memorial Blvd., Metairie, LA on Tuesday, August 7 between 4:00 p.m. and 8:00 p.m. Ms. LaCour passed out flyers and asked members to present the flyer when ordering.

Mrs. Gilbert announced she was going to be a Grandmother. Congratulations followed.

B. Next Board meeting – **Monday, September 10, 2018 at JPHSA's East Jefferson Building, 3616 S. I-10 Service Rd., W., Second Floor Board Conference Room, Metairie, LA 70001 at 6:00 p.m.**

9. Adjournment.

Mr. Williamson made a motion to adjourn at 8:12 p.m. Seconded by Mrs. Gilbert. Passed unanimously.



DEDE LYMAN-REDFEARN, JPHSA Chairperson