

JEFFERSON PARISH HUMAN SERVICES AUTHORITY
BOARD MEETING
EAST JEFFERSON BOARD ROOM
3616 S. I-10 Service Rd. W., Suite 200
Metairie, Louisiana 70001

MINUTES

Monday, December 2, 2019

JPHSA Board Members in Attendance:

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|---------------------------|------------------|
| James Arey | Bruce Galbraith |
| Rashain Carriere-Williams | Shawnta Gardener |
| Patricia Ehrle | Alex Redfearn |

JPHSA Board Members Absent:

Monica Baltodano-Dubey

Staff in Attendance:

Lisa English Rhoden, Executive Director
Liz Riehl, CPS Division Director
Majied Harris, Facility Asset & Risk Management Director
Bianca Holcomb, Quality Improvement Specialist

Guests in Attendance:

None

Ms. Carriere-Williams called the meeting to order at 6:00 p.m.

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

Ms. Carriere-Williams asked staff members in attendance to introduce themselves.

Ms. Carriere-Williams asked for a motion to adopt the agenda as presented. Ms. Ehrle made a motion to adopt the agenda as presented. Mr. Arey seconded the motion. Passed unanimously.

2. Public Comment

None

3. Ownership Linkage

None

4. Board Education

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

- Centralized Care Coordination – Ms. Holcomb gave an update report on the Centralized Care Coordination program. She gave a brief overview of the history of the program and explained that JPHSA

is working to develop the program into an evidence-based practice (EBP). A PowerPoint presentation was used to deliver the information. Ms. Holcomb answered questions from Board members.

- Thermostat Management System – Mr. Harris gave a presentation on the thermostat management system project. He stated the project increases energy efficiencies within JPHSA facilities and reduces FARM staff member time spent adjusting temperatures within facilities that can be devoted to other initiatives. He also stated 21 out of 23 planned new air conditioning units have been installed at JPHSA facilities recently, all completed by his own staff.

- Electronic Health Record – Ms. Riehl gave an update report on the electronic health system (EHS) transition project. She stated the “go live” date of the project was pushed back from December 2, 2019 to December 9, 2019 to allow time to address issues related to the billing and data extraction pieces of the project. The project is on track to go live on the new date.

- Maintenance of Accreditation Update – Ms. Rhoden gave an update on COA maintenance of accreditation. She stated materials were turned in November 27, 2019 and are now starting the process of prepping for the onsite self-study in February. A discussion followed.

Ms. Rhoden reported there were no linkage opportunities at this time.

B. JeffCare Board Update – Ms. Ehrle gave a report on the JeffCare Board. She stated she attended the November 19, 2019 JeffCare Board meeting. Highlights from the meeting included a report that there were no audit findings, the passing of the FY 19-20 budget, and a billboard and bus advertising campaign. Ms. Ehrle provided a hard copy of her report to Ms. Riehl for inclusion with meeting documents.

C. Policy Governance Training – None.

5. Required Approvals Agenda

A. November Minutes – Mr. Galbraith made a motion to approve the November 4, 2019 JPHSA Board meeting minutes as presented. Ms. Redfearn seconded the motion. Passed unanimously.

6. Monitoring CEO Performance – Asset Protection Monitoring Report

The Board members briefly reviewed the report. There were no comments. Ms. Carriere-Williams asked the Board for a motion to accept Ms. Rhoden’s interpretation of the policy as reasonable. Ms. Redfearn made a motion to accept Ms. Rhoden’s interpretation of the policy as reasonable. Ms. Gardener seconded the motion. Passed unanimously.

Ms. Carriere-Williams asked the Board for a motion to accept the report dated November 18, 2019 as documentation of compliance with the policy. Ms. Gardener made a motion to accept the report dated November 18, 2019 as documentation of compliance with the policy. Ms. Redfearn seconded the motion. Passed unanimously.

7. Monitoring Board Performance

A. Board Self-Evaluation – Ms. Ehrle volunteered to do the Board self-evaluation.

B. Policy Review – Global Executive Constraints – The Board members briefly reviewed the policy. Ms. Redfearn made a motion to accept the policy as written. Mr. Arey seconded the motion. Passed unanimously.

Treatment of individuals Served – The Board members briefly reviewed the policy. Mr. Arey made a motion to accept the policy as written. Ms. Gardener seconded the motion. Passed unanimously.

C. Yearly Agenda 2020 Presented – Ms. Gardener presented the proposed calendar year 2020 board meeting agenda which eliminated Board meetings in January and October while otherwise maintaining the same schedule for the year. Brief discussion followed. The Board determined that the January Executive Director’s report would be due in February along with the previously scheduled February report. The Board also determined that the proposed date of the September meeting would need to change from September 7, 2019 to September 14, 2019 to accommodate the Labor Day holiday.

Ms. Ehrle made a motion to adopt the agenda as amended. Ms. Redfearn seconded the motion. Passed unanimously.

D. Call for Nominating Committee – Vice Chairperson – Ms. Gardener, Ms. Ehrle, and Ms. Redfearn volunteered to be on the Nominating Committee for the Vice Chairperson role. Ms. Riehl advised that the Nominating Committee needs to meet prior to the February Board meeting. Ms. Riehl stated she would send potential meeting dates to the Nominating Committee members within the first half of January.

E. Recruitment – Ms. Redfearn stated she has a lead for an individual to fill one of the DD vacancies.

Mr. Arey stated he spoke with Chuck Credo, who indicated interest in a Board position but needed to do a conflicts check.

Ms. Carriere-Williams stated she would reach out to a contact who might be able to fill the AD advocate vacancy.

F. Ethics and Sexual Harassment Training – Ms. Carriere-Williams gave a reminder to the Board to send Tammy Valenti their training certificates prior to December 31, 2019.

8. Announcements

A. Board Generated Items – None.

B. Ms. Riehl asked if any Board members had not turned in their conflict of interest paperwork to Tammy Valenti, please do so as soon as possible.

C. Next Board meeting – The next meeting of the Board is on Monday, February 3, 2020 at JPHSA’s East Jefferson facility, located at 3616 S. I-10 Service Rd. W., Ste. 200, Metairie, Louisiana 70001. The meeting will take place in the second floor boardroom.

9. Adjournment

Ms. Carriere-Williams made a motion to adjourn the meeting at 7:20 p.m. Mr. Galbraith seconded the

motion. Passed unanimously.



RASHAIN CARRERE-WILLIAMS
Board Chairperson