

JEFFERSON PARISH HUMAN SERVICES AUTHORITY
BOARD MEETING
EAST JEFFERSON BOARD CONFERENCE ROOM
3616 S. I – 10 Service Road W., Second Floor
Metairie, Louisiana 70001

MINUTES

MONDAY, NOVEMBER 6, 2017

Authority Board Members in Attendance:

Monica Baltodano-Dubey	Rose Gilbert	Dede Lyman-Redfearn
Bob Bradley	Bruce Galbraith	Mike Spinato
Rashain Carriere-Williams	Paula LaCour	Logan Williamson
Kevin Centanni		

Authority Board Members Absent:

Sal Scalia

Staff in Attendance:

Lisa English Rhoden, Executive Director
Liz Steinbeiser Riehl, Attorney
Rosanna DiChiro, BHCS Director
Amy Hemphill, COO/CFO
Julie Shaw, JeffCare Director
Cheryl Wagner, Communications Officer
Tammy Valenti, CAA

Guest in Attendance:

Randy Pinell, Auditor, Martinez & Pinell, LLC

The meeting was called to order by Ms. Lyman-Redfearn at 6:00 p.m.

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

Ms. Lyman-Redfearn asked Ms. Valenti to take attendance and asked for guest to introduce themselves. She then asked for a motion to adopt the agenda as presented.

A motion was made by Ms. Carriere-Williams to adopt the agenda as presented. Seconded by Mr. Centanni. Passed unanimously.

2. Public Comment.

None.

3. Auditor's Report.

Mr. Pinell thanked staff and management for their cooperation during the audit. Mr.

Pinell went on to review the audit and answer questions of the Board. He stated there were no findings. Ms. Lyman-Redfearn thanked Mr. Pinell for his report.

4. Required Approvals Agenda.

A) Allocation of Resources ENDS Monitoring Report – Ms. Lyman-Redfearn opened discussion on the ENDS monitoring report and asked if members liked the new format and if they felt Ms. Rhoden’s interpretation of the policy was on target. A discussion followed. A motion was made by Mrs. Gilbert to accept the ENDS monitoring report as presented prior to the meeting. Seconded by Mr. Bradley. Passed unanimously.

B) Financial Quarterly Report (July – Sept.) – Ms. Lyman-Redfearn asked Board members if they had any questions regarding the report. Ms. Hemphill reviewed the report and answered questions of the Board. A motion was made by Mr. Spinato to accept the Financial Quarterly Report as received prior to the meeting. Seconded by Ms. Carriere-Williams. Passed unanimously.

5. Approval of Minutes.

A motion was made by Mrs. Gilbert to accept the minutes. Seconded by Mr. Bradley. Passed unanimously.

6. Board Generated Agenda.

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

- Public Records & Open Meetings Laws – Ms. Rhoden stated Ms. Riehl will give an overview for the Board. Ms. Riehl reviewed the Public Records and Open Meetings Laws and stated what they mean to JPHSA and the Board. A discussion followed. She answered questions of the Board.
- Mandatory Sexual Harassment Training – Ms. Riehl stated JPHSA was contacted by Jefferson Parish regarding the sexual harassment training. Jefferson Parish is requiring all Board members to take the training and send the certificate to them after completion. A discussion followed. Ms. Valenti stated she will notify the Board once the Parish has the training on their website and there is a mechanism for the Parish to issue a code for Board members to login. If this is not completed by the end of the year, Board members will not be out of compliance. Ms. Valenti stated the training will be mandatory in 2018.
- Bureau of Justice Assistance Grant – Ms. Rhoden asked Dr. DiChiro to report on the BJA Grant. Dr. DiChiro stated the funds from this grant will support building the foundation for a Mental Health Court. She stated incarcerated individuals who have been identified with a mental health diagnosis and will be released would have a case worker assigned to meet with them monthly prior to their release. She stated there would be a six month implementation phase. Dr. DiChiro reported this is a two year grant for \$300,000. A discussion followed.
- Patient-Centered Medical Home (PCMH) Recognition – Ms. Rhoden asked Ms. Shaw to report to the Board. Ms. Shaw stated the National Committee for Quality Assurance (NCQA) is

an organization that works to improve health care quality through the administration of evidence-based standards, measures, programs, and accreditation. NCQA focuses on primary care and the commitment to quality improvements. Ms. Shaw reported two applications were submitted at the end of September. Both sites (East Jefferson and West Jefferson Health Centers) were recognized and given level three recognition. Ms. Shaw reported this is the highest recognition given. A discussion followed.

- Community Dialogues Next Steps – Ms. Rhoden asked Ms. Wagner and Ms. Valenti to report on the Community Dialogues. Ms. Wagner stated a content analysis was done from the data tallied from each of the dialogues. Ms. Wagner reported the information gathered is not action items on their own, but would need to be used in conjunction with information gathered at other linkages in the community. She then went through the four main areas of concern that were heard at all events. A discussion followed. Ms. Valenti stated the events were audio taped and any Board member interest in listening to the full dialogue should contact her.

Ms. Rhoden announced the following linkage opportunities:

- Jefferson Parish Behavioral Health Task Force meets 11 a.m., Tuesday, November 14th at the Coroner's Office, 2018 8th Street, Harvey. Lunch is provided.
- Kids' House of Learning Parent Meeting is scheduled from 4-4:30 p.m. on Wednesday, November 15, at 711 Derbigny Street, Gretna. Contact Rosanna DiChiro at 235-1122 for more information.
- Beechgrove Head Start Parent Meeting is scheduled from 10-10:30 a.m. on Friday, December 15, at 721 Tricia Court, Westwego. Contact Rosanna DiChiro at 235-1122 for more information.

B) Policy Review – Monitoring Executive Director Performance – Ms. Lyman-Redfearn opened discussion regarding the Monitoring Executive Director Performance policy. A discussion followed. There were no changes to this policy.

Comprehensive Governance – Ms. Lyman-Redfearn opened discussion regarding the Comprehensive Governance policy. A discussion followed. There were no changes to this policy.

Governance Style – Ms. Lyman-Redfearn opened discussion regarding the Governance Style policy. She reviewed the changes that were discussed at the last meeting. A discussion followed. A motion was made by Mrs. Gilbert to approve the changes discussed. Seconded by Mr. Bradley. Passed unanimously.

C) Board Resolution – 2% Adjustment – Ms. Lyman-Redfearn stated a Board Resolution is needed to authorize Ms. Rhoden to permit unclassified civil servant employees an upward adjustment of two percent. This will take effective January 1, 2018 in alignment with the market adjustment afforded to Louisiana Classified Civil Servants through the June 7, 2017 Compensation Redesign package. The package was developed by the State Civil Service Commission. A discussion followed. A motion was made by Mr. Centanni to pass the Board Resolution as presented. Seconded by Mrs. Gilbert. Passed unanimously.

D) Our Board Software – Ms. Lyman-Redfearn asked Mrs. Gilbert to report to the Board on the Our Board Software. Mrs. Gilbert asked to defer this item until the December 6, 2017 Board meeting.

E) Board Application – Ms. Lyman-Redfearn asked members if they reviewed the Board Application that was sent out prior to the meeting. A discussion followed. There were no changes to the new application.

F) Board Orientation – Ms. Lyman- Redfearn stated the Committee did not meet due to scheduling conflicts. She asked for a volunteer to participate on the Committee since Ms. Terrebonne has resigned. Mr. Williamson stated he would volunteer. Ms. Lyman-Redfearn stated the Committee will meet and have a presentation at the December meeting.

G) JeffCare Update – Rashain Carriere-Williams stated JeffCare is focusing on the HRSA evaluation at the end of November. Ms. Carriere-Williams discussed Taco Tuesday fundraiser. She stated the taco truck will come to the JPHSA facilities at lunchtime. She reminded the Board of the PCMH Accreditation JeffCare is pursuing. She stated this is a primary care medical home accreditation. A discussion followed.

H) Ethics Training Certificates – Ms. Lyman-Redfearn reminded members to send their ethics training certificates to Ms. Valenti so she can forward them to the Parish.

I) Recruitment – Ms. Lyman-Redfearn opened discussion on the new prospective member, Dr. Arey. A motion was made by Mrs. Gilbert to authorize the Board Chairperson to send a letter to the Parish Council recommending Dr. Arey be appointed in the Law Enforcement, Public Health, Coroner's Office or School-based Healthcare position on the JPHSA Board. Seconded by Mr. Williamson. Passed unanimously.

J) Board Linkage Update – Ms. Rhoden handed out several linkage opportunities for the Board. Mr. Williamson stated he attended a meeting with the YMCA and Baptist Community Ministries. He stated he discussed JPHSA's success with waiver services and other developmental disabilities programs.

Mr. Centanni stated he attended the City of Harahan's Night Out Against Crime in his capacity as Justice of the Peace for the 6th Justice Court. He reported he and his staff had an information table displaying court materials as well as JPHSA brochures.

Mrs. Gilbert stated she attended a stakeholder meeting in Baton Rouge and spoke on behalf of NOW recipients receiving services.

Ms. LaCour stated she attended the Buddy Walk at the Baby Cakes Field in Metairie, LA. As Booth Chairperson she recruited JPHSA to have a booth and distribute materials regarding JPHSA services.

Mr. Williamson, Ms. LaCour and Mr. Centanni moderated the Community Dialogues held on September 26, 2017, October 3, 2017, and October 10, 2017. They lead discussions on the significant mental health, addictive disorders, and developmental disabilities issues, resources available/lacking, and services needs in Jefferson Parish. JPHSA brochures were distributed.

7. Announcements.

A) Board Generated Items – None.

B) Next Board meeting – The next meeting will be held on **Monday, December 4, 2017 at 6:00 p.m., JPHSA East Jefferson Facility, 3616 S. I-10 Service Road, W., JPHSA Board Conference Room, Metairie, LA 70001.**

8. Adjournment.

The Board meeting was adjourned at 7:56 p.m. by a motion made by Mr. Centanni. Seconded by Mrs. Gilbert. Passed unanimously.



DEDE LYMAN-REDFEARN, JPHSA Chairperson