

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

MINUTES

Monday, September 10, 2018

Authority Board Members in Attendance:

James Arey	Dede Lyman-Redfearn
Monica Baltodano-Dubey	Sal Scalia
Patricia Ehrle	Mike Spinato
Rose Gilbert	Logan Williamson

Authority Board Members Absent:

Rashain Carriere-Williams Bruce Galbraith

Staff in Attendance:

Lisa English Rhoden, Executive Director
Liz Steinbeiser Riehl, CPS Director/General Counsel
Nicole Sullivan-Green, DDCS Director
Mitch Chauvin, Comptroller
Tammy Valenti, CAA

Guest in Attendance:

Johnny Lee, Prospective Member, Judge, First Parish Court
Alex Redfearn, Prospective Member

Ms. Lyman-Redfearn called the meeting to order at 6:04 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.

Mrs. Gilbert made a motion to adopt the agenda as presented. Seconded by Mr. Scalia.
Passed unanimously.

2. Public Comment.
None.

3. Ownership Linkage.

Ms. Lyman-Redfearn opened discussion regarding linkage opportunities for inviting guest

to JPHSA Board meetings. Several members volunteered to reach out and invite key members of the community. Mr. Arey will contact Sheriff Joe Lopinto, Judge Lee will contact Mr. Tony Ligi and Ms. Lyman-Redfearn will contact Ms. Rubye Noble. Ms. Lyman-Redfearn stated she would send out meeting dates for next year and would like to have these meetings scheduled quarterly.

The next linkage opportunity Ms. Lyman-Redfearn discussed was individual meetings. She reported these meetings would be one on one and would address a set of three to five pre-set questions. Once the meeting takes place, the Board member would report on the outcome of the meeting at the following Board meeting. Ms. Lyman-Redfearn asked members to consider individuals for these meetings. A Discussion followed.

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

4. Board Education.

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

- **Staff Engagement: 30-day Orientation (Liz Riehl & Nicole Sullivan-Green)** – Liz Riehl, CPS Division Director, and Nicole Sullivan-Green, DDCCS Division Director, provided an update to the Board on the progress of the Phase 1 Staff Engagement Workgroup, and discussed the Workgroup’s output as well as next steps. The Workgroup focused on revamping staff members’ first thirty-day orientations within their divisions in a manner that will be more engaging, interactive, and mission- and “Why”-focused. The Workgroup passed out copies of the Workgroup charter, First Thirty Day Orientation Procedure and Packet, and Mission-Focused Services at a Glance PowerPoint training. Supervisors are currently undergoing an intensive, multi-session training on how to use these tools, and the target date for rollout to new staff is in late October of this year. The next phase of the Workgroup will focus on revamping the new staff member day-one orientation with Human Resources, and the final phase will focus on revamping the periodic reorientation received by existing staff.
- **Louisiana Department of Health Contract (Liz Riehl)** – Ms. Riehl reported on the LDH contract with JPHSA. She stated this contract is very different from our contracts in the past. Ms. Riehl discussed how the contract is drilling down into areas LDH has no authority over and is very broad and overreaching. A discussion followed.
- **U.S. Department of Housing and Urban Development Monitoring** – Ms. Rhoden reported on an audit in June for JPHSA’s Supportive Housing and Continuum of Care programs. These programs are for individuals served with severe mental illness. She stated there were no findings and no recommendations. Ms. Rhoden stated when the auditor gave her closing comments she stated this was the best audit she had done throughout her career. A discussion followed.
- **Department of Justice Consent Agreement** – Ms. Rhoden reported on the consent agreement between the Department of Justice and LDH. She stated there have been a significant number of adults with serious mental illness placed in nursing homes on a permanent basis. To comply, LDH has to reintroduce these individuals back to the community and back in their home setting. Ms. Rhoden reported this is a huge opportunity for JPHSA. Our Crisis Continuum here at JPHSA is more advanced than any other is across the state. Ms. Rhoden reported there have been

conversations with DOJ and their attorneys feel we are the model for the State. They will visit JPHSA and we will work with the lead agency along with LDH. Ms. Rhoden told the Board she would be attending a meeting on October 3 in Baton Rouge. A discussion followed.

- JPHSA 30th Anniversary – Ms. Rhoden reported JPHSA would be celebrating their 30th Anniversary at the All Staff meeting in January. She stated Ms. Valenti contacted East Jefferson General Hospital to schedule the meeting, but scheduling for next year is not open until October. Ms. Valenti will be back in touch with them in October. Ms. Rhoden stated she would keep the Board updated.

- JeffCare Statistics FY17 vs. FY18 – Ms. Rhoden handed out a report and reviewed for the Board. A discussion followed.

- JeffCare Quality Improvement Award – Ms. Rhoden stated JeffCare received a Quality Improvement Award from HRSA. She reported the award would focus on electronic health record, advancing information technologies, clinical quality improvers and achieving the primary care medical home recognition from NCQA. Ms. Rhoden told the Board this award was unsolicited. A discussion followed.

- Elmwood 3rd Floor Renovation – Ms. Rhoden reported the third floor renovation would include a few offices, storage space and a large meeting space. A major overhaul of the elevator will also take place. A discussion followed.

- JeffCare West Jefferson Renovation – Ms. Rhoden stated Facilities Management released a Request for Proposal seeking a construction company for the renovations. She reported R. Siebert Construction, LLC won the bid. Ms. Rhoden reported the project would take three phases to complete. A discussion followed.

Ms. Rhoden announced the following linkage opportunity:

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

B. Policy Governance Training – Linkage Education – Ms. Lyman-Redfearn addressed Linkage Education in agenda item number 4.

5. Required Approvals Agenda.

A. August Minutes – Mr. Arey made a motion to accept the minutes as amended. Seconded by Mrs. Gilbert. Passed unanimously.

B. FY19 Budget Report – Mr. Chauvin reported on the FY19 Budget sent prior to the meeting and answered questions of the Board. A discussion followed. Mr. Scalia made a motion to accept the FY19 Budget report as presented. Seconded by Mr. Arey. Passed unanimously.

C. FY19 Board Budget Report – Mr. Chauvin reviewed the FY19 Board Budget for the Board. A discussion followed.

6. 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. Mrs. Gilbert stated she would complete the self-evaluation form. Ms. Lyman-Redfearn thanked Mrs. Gilbert.

B. Policy Review – Financial Condition & Activities – Ms. Lyman-Redfearn opened discussion on possible changes to the policy. A discussion followed. Ms. Baltodano-Dubey made a motion to revise the policy with changes as presented. Seconded by Mrs. Gilbert. Passed unanimously.

Emergency Executive Director Succession – Ms. Lyman-Redfearn opened discussion on possible changes to the policy. A discussion followed. Mr. Spinato made a motion to revise the policy with changes as presented. Seconded by Mr. Arey. Passed unanimously.

C. Nominating Committee – Ms. Lyman-Redfearn reported on behalf of the Nominating Committee stating the Committee nominates Mrs. Gilbert for the Chairperson position and Ms. Carriere-Williams for the Vice-Chairperson position. She called for nominations from the floor. Hearing none, Mr. Arey made a motion to accept the slate of officers as presented. Seconded by Mr. Spinato. Passed unanimously.

At this time, Ms. Lyman-Redfearn stated the Nominating Committee discussed Ms. Carriere-Williams' term on the JeffCare Board since she no longer can participate as the JPHSA Board liaison. Ms. Lyman-Redfearn reported Mr. Scalia is willing to take on the role of the JPHSA Board liaison on the JeffCare Board.

D. Recruitment - Ms. Lyman-Redfearn reported the Jefferson Parish Council appointed Ms. Ehrle to the Finance/Accounting position on the Board at their August 29, 2018 Council meeting. She stated the Board now has an opening in the Addictive Disorders, Professional position and a Judiciary position. A discussion followed. Ms. Lyman-Redfearn asked Board members to consider possible candidates.

At this time, Mrs. Gilbert stated she met with Ms. Alex Redfearn, a prospective member to fill one of two Developmental Disabilities, professional positions when they become vacant in December 2018. She reported they had a great meeting and Ms. Redfearn is very excited to have the opportunity to serve on the JPHSA Board.

Ms. Lyman-Redfearn asked if a Board member would meet with Ms. Ehrle for Board orientation. Mrs. Gilbert stated she would meet with Ms. Ehrle prior to the next meeting.

E. Board Disclosure Statement – Ms. Valenti asked the Board to fill out the Board Disclosure Statement they received prior to the meeting and return to her.

7. Announcements.

A. Board Generated Items. None.

B. Next Board meeting – **Monday, October 1, 2018 at JPHSA's East Jefferson Building, 3616 S. I-10 Service Rd., W., Second Floor Board Room, Metairie, LA 70001 at**

6:00 p.m.

8. Adjournment.

Mrs. Gilbert made a motion to adjourn at 7:37 p.m. Seconded by Mr. Scalia. Passed unanimously.



ROSE GILBERT, JPHSA Chairperson