

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 16, 2019

Authority Board Members in Attendance:

James Arey	Bruce Galbraith	Alex Redfearn
Rashain Carriere-Williams	Rose Gilbert	Sal Scalia
Patricia Ehrle		

Authority Board Members Absent:

Monica Baltodano-Dubey      Shawnta Gardener

Staff in Attendance:

Lisa English Rhoden, Executive Director  
Liz Riehl, CPS Director  
Julie Shaw, JeffCare Director  
Nicole Sullivan-Green, DDCCS Director  
Rosanna DiChiro, BHCS Director  
Mirela Nicola, CFO  
Dan Mui, Compliance Officer  
Tammy Valenti, CAA

Guest in Attendance:

Judge Chuck Cusimano, Justice of the Peace, Prospective Board Member

Mrs. Gilbert called the meeting to order at 6:00 p.m.

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

Mrs. Gilbert asked staff members and guest in attendance to introduce themselves.

Mrs. Gilbert asked for a motion to accept the agenda as presented.

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

2. Public Comment.  
None.

3. Ownership Linkage.  
There were no linkages last month. Ms. Ehrle informed the Board of a possible linkage.

She stated the Buddy Walk is scheduled for October 19, 2019 at Laketown in Kenner from 9:00 a.m. – 2:00 p.m. Ms. Ehrle stated JPHSA usually has a table at this event and would be a good linkage for Board members. A discussion followed.

#### 4. Board Education.

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

- JeffCare 340B Pharmacy Program Update – Dan Mui – Ms. Rhoden asked Mr. Mui to update the Board on the follow-up activities for the findings from a recent internal audit of the 340B program. Mr. Mui reported and answered questions of the Board.

- Electronic Health Record

- Selection Process – Lisa Rhoden – Ms. Rhoden reviewed the selection process for a new electronic health record and answered questions of the Board. She gave a brief overview of the company selected. A discussion followed.
- Budget – Mirela Nicola – Ms. Nicola discussed the budget portion of the contract. A discussion followed.
- Implementation Plan – Liz Riehl – Ms. Riehl reported on project management and stated the implementation go live meeting was two weeks ago with NetSmart on site for a full week. She reported the project management and clinical teams have been working in the background even when NetSmart is not on site. Ms. Riehl stated the go live date is December 2. A discussion followed.

- Jefferson Parish Sheriff's Office Agreement – Rosanna DiChiro – Dr. DiChiro reported to the Board on an agreement with JPSO to provide Narcan to the Sheriff's Office. She stated JPHSA would be providing 250 Narcan kits. Dr. DiChiro answered questions of the Board and a discussion followed.

Dr. DiChiro also reported on prescription drop boxes. She informed the Board she is working with the Harahan Police Department and JPSO to have a prescription drop box placed at the Harahan police office. Dr. DiChiro stated the community can drop off their old and unwanted prescriptions and the JPSO will pick up the prescriptions and destroy them properly.

- Jefferson Parish Public School System Agreements – Ms. Rhoden reported on two agreements with JPHSA BHCS and the JPPSS. She stated one agreement is prevention based and is an evidence based program. This program is in three schools, two in Kenner and one in Harvey. A discussion followed. Ms. Rhoden stated the other agreement is for Power Base Parenting. She stated this includes parenting classes in K-8 schools once a month for a two-hour session and parents are welcome to participate. Ms. Rhoden also stated JPHSA provides Function Family Therapy in all schools. She stated the schools would get parental consent upfront so we will be able to see those in need sooner. A discussion followed.

- National Core Indicators Survey Results – Nicole Sullivan-Green – Ms. Sullivan-Green passed out and reviewed the survey results for the Board. She stated this was a statewide survey for FY17-18 completed by individuals served in person and through the mail by families of

individuals served. Ms. Sullivan-Green pointed out the results showed the percentages for each local governing entity and statewide. She answered questions of the Board and a discussion followed.

- JPHSA Human Resources Program Audit – Ms. Rhoden reported State Civil Service recently audited JPHSA’s HR Division. She stated they were at JPHSA for a week and conducted interviews with HR staff members. Ms. Rhoden reviewed results for the Board and answered questions. She stated we were in 100% compliance and exceeded the State in every category. A discussion followed.

- Time Capsule Burial Reminder – Ms. Rhoden reminded JPHSA Board members about the planned ceremony to bury the capsule at the Elmwood facility on Wednesday, October 16 at 8:30 a.m. A discussion followed.

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

B. JeffCare Board Update – Mr. Scalia reported JeffCare is preparing for their retreat with a consultant to train the Board in the Policy Governance Model. He stated Ms. Dede Redfearn is taking the lead in working with the consultant and policy writing. A discussion followed.

C. Policy Governance Training – Mrs. Gilbert deferred the training due to the amount of items on the agenda.

5. Required Approvals Agenda.

A. August Minutes – Ms. Redfearn made a motion to adopt the August 3 minutes as presented. Seconded by Mr. Arey. Passed unanimously.

Ms. Carriere-Williams made a motion to accept the August 19 minutes as presented. Seconded by Mr. Scalia. Passed unanimously.

B. Developmental Disabilities Regional Advisory Council (DDRAC) Nomination – Mrs. Gilbert opened discussion on the three nominations for open positions on the DDRAC. A discussion followed.

Ms. Ehrle made a motion to appoint Mr. Alan Carroll to the DDRAC. Seconded by Mr. Arey. Passed unanimously.

Mr. Galbraith made a motion to appoint Ms. Christine Vo to the DDRAC. Seconded by Ms. Carriere-Williams. Passed unanimously.

Ms. Redfearn made a motion to appoint Ms. Cecile Burr to the DDRAC. Seconded by Mr. Scalia. Passed unanimously.

6. Monitoring Board Performance.

A. Board Self-evaluation – Mrs. Gilbert asked someone to volunteer to fill out the

Board self-evaluation for this meeting. Ms. Ehrle stated she would fill out the self-evaluation.

B. Policy Review – Cost of Governance Policy – Mrs. Gilbert opened discussion on the Cost of Governance policy. After much discussion, Mr. Galbraith made a motion to accept the changes as discussed. Mr. Arey seconded. Passed unanimously. At this time, Mrs. Gilbert asked for the option to retain outside assistance to ensure the Board could exercise confident control over organizational performance be on the November agenda for further discussion.

Attendance Policy – Mrs. Gilbert opened discussion on the Attendance policy. The Board had discussion on suggested changes. Mr. Scalia made a motion to accept the changes has presented. Mr. Arey seconded. Passed unanimously.

C. Nominating Committee Report– Mrs. Gilbert asked for a representative of the Nominating Committee to report on the Committee’s nominations for Chairperson and Vice-Chairperson. Ms. Ehrle stated the Committee would like to nominate Mrs. Gilbert to the Chairperson position and Ms. Carrere-Williams to the Vice-Chairperson position. Mrs. Gilbert asked if there were nominations from the floor. Hearing none, Mr. Galbraith made a motion to accept the nominations as presented by the Nominating Committee for Mrs. Gilbert as Chairperson and Ms. Carriere-Williams as Vice-Chairperson. Mr. Arey seconded. Passed unanimously.

D. Board Disclosure – Ms. Valenti asked Board members to turn in the Conflict of Interest Forms sent prior to the meeting.

E. Recruitment - Mrs. Gilbert asked Ms. Valenti to report the open positions on the Board. Ms. Valenti stated the Board now has openings in the Addictive Disorders, Professional position, Developmental Disabilities, Professional position, and a Judiciary position. A discussion followed. At this time, Ms. Valenti stated Mr. Scalia’s first three-year term would end in October. Mr. Scalia stated he would not be asking to return for another three-year term. With that said, Ms. Valenti stated the position of Addictive Disorders, Advocacy would now be vacant. A discussion followed.

Ms. Valenti informed the Board since Mr. Scalia would not be returning they would have to appoint a member to sit on the JeffCare Board as a JPHSA Board representative. A discussion followed. Ms. Ehrle stated she would look at her schedule to see if she could participate. She did state she would be available to go to the October 15 JeffCare meeting as a guest. Ms. Valenti stated the Board would have to select a member to serve on the JeffCare Board at the JPHSA Board meeting on November 4, 2019.

## 7. Announcements.

A. Board Generated Items – None.

B. Next Board meeting – Mrs. Gilbert opened discussion regarding the October 7 meeting and possibly not meeting since the Board met 2 weeks before. A discussion followed. Ms. Redfearn made a motion not to have a meeting on October 7 and to have the next meeting of the Board on November 4, 2019 at 6 p.m. at 3616 S. I-10 Service Rd., W, Metairie, LA. Seconded by Ms. Carriere-Williams. Passed unanimously.

The next meeting of the Board is on Monday, November 4, 2019 (No October Meeting) 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.

Ms. Redfearn made a motion to adjourn at 8:00 p.m. Seconded by Ms. Carriere-Williams.  
Passed unanimously.



~~ROSE GILBERT~~, JPHSA Chairperson

Rashain Carriere-Williams