

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, February 4, 2019

Authority Board Members in Attendance:

James Arey	Patricia Ehrle	Dede Lyman-Redfearn
Monica Baltodano-Dubey	Bruce Galbraith	Alex Redfearn
Rashain Carriere-Williams	Rose Gilbert	Sal Scalia

Authority Board Members Absent:

None.

Staff in Attendance:

Lisa English Rhoden, Executive Director
Rosanna DiChiro, BHCS Director
Mitch Chauvin, Comptroller
Tammy Valenti, CAA

Guest in Attendance:

Shawnta Gardener, Prospective Member
Wendy Durant, Prospective 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 for visitors and staff members in attendance to introduce themselves.

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

Ms. Carriere-Williams made a motion to adopt the agenda as presented. Seconded by Mr. Arey. Passed unanimously.

2. Public Comment.

None.

3. Ownership Linkage.

Mrs. Gilbert asked Board members if they had reviewed the linkage summary Ms. Lyman-Redfearn developed from last meeting when Ms. Noble met with the Board. Ms. Lyman-Redfearn recapped some key points and a discussion followed.

Mrs. Gilbert reminded the Board they are the voice of the community and the focus needs

to be on all of the disabilities JPHSA serves and not just their appointed position.

Ms. Rhoden stated JeffCare would be holding an event geared to the faith-based community. She reported key members of JeffCare and the management team will be on hand. Ms. Rhoden asked the Board if they would be interested in attending. A discussion followed. Ms. Rhoden stated she would inform Ms. Shaw of their interest.

Mrs. Gilbert followed-up by stating the Board needed to do more linkages. She asked members to give some thought as to whom they can contact to come to a meeting and share needs and gaps in the community.

4. Board Education.

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

- The Living Room Update (Rosanna DiChiro) – Ms. Rhoden asked Dr. DiChiro to give an update on the Living Room Model. Dr. DiChiro stated she participated in a call with the Managed Care Organizations and Office of Behavioral Health that went better than expected. Dr. DiChiro reported everyone is on board and we can now move forward. She stated the next steps would be to work with our contacts and brief the workgroups she attends. Dr. DiChiro ended by saying, a crisis continuum is so needed. A discussion followed.

- JP School Board: Re-Imagining Alternative Schools Committee (Rosanna DiChiro) – Ms. Rhoden asked Dr. DiChiro to report on this Committee. Dr. DiChiro stated this Committee is working together with a number of agencies and providers to discuss how to revamp alternative schools in Jefferson Parish. She stated the Committee included providers, diversion programs, hospitals and schools. Dr. DiChiro stated they are looking at the types of children placed in alternative schools and determining what happens to them when they transfer out of the schools. She reported the Committee has broken into four workgroups: 1) School Culture, 2) Transition, 3) Parent/Guardian and 4) School Training for Personnel. A discussion followed.

- Chief Financial Officer – Ms. Rhoden announced the hirer of a Chief Financial Officer. Ms. Rhoden informed the Board of Ms. Mirela Nicola's education and background and stated she will report to work on February 11. A discussion followed. Ms. Rhoden thanked Mr. Chauvin for all of the help he provided in the interim.

- LDH Contract Update – Ms. Rhoden reported the OCDD portion of the contract is sound, but negotiations with OBH continue. Ms. Rhoden reported as of this date two of the LGEs have signed the contract and eight have not. A discussion followed.

- Trauma Informed Care Grant – Ms. Rhoden stated Baptist Community Ministries has been very pleased with what JPHSA has done with the Care Coordination Program and has now invited us to apply for another grant. She reported this grant is for trauma informed care. The grant amount is \$33,800 and will provide agency wide training from the National Council for Behavioral Health. She stated this is a six-day training on site for providers, front line staff, and fiscal staff members including resource materials for parents and family members. A discussion followed.

- Keyless Entry Cards/I.D.s – Ms. Rhoden informed the Board of the procedure for lost or stolen Keyless Entry Cards. She stated if these cards are lost or stolen, Board members should contact her or Ms. Valenti as soon as possible so the cards can be deactivated.

Ms. Rhoden announced the following linkage opportunities:

Bunch of Fun Health & Wellness Fest, Saturday, February 16, 2019, 10 a.m. – 2:00 p.m.,
Williams Playlot, 7744 Mistletoe St., Metairie, LA 70003.

Jefferson Parish Community Resource Fair, Saturday, March 23, 2019, 10 a.m. – 2:00 p.m.,
Clearview Mall, 4436 Veterans Blvd., Metairie, LA 70006.

B. JeffCare Board Update – Mr. Scalia stated he was not at the last JeffCare meeting; therefore, he did not have a report.

C. Policy Governance Training – Mrs. Gilbert guided the Board through a Policy Governance Check-up form. The form is a tool for boards to check on themselves as to how they are following the model and completing task to ensure a strong board.

D. Govern for Impact Conference – June 20-22, 2019, Quebec City, Canada – Mrs. Gilbert opened discussion regarding attendance to the policy governance conference in June. After discussion, Ms. Carriere-Williams stated she would participate and Ms. Ehrle stated she would check her schedule and consider attending. Ms. Ehrle will contact Ms. Valenti by the end of the week of her decision. If Ms. Ehrle is unable to go, Mrs. Gilbert will attend the conference.

5. Required Approvals Agenda.

A. January Minutes – Mr. Galbraith made a motion to adopt the minutes with suggested changes. Seconded by Ms. Lyman-Redfearn. Passed unanimously.

B. Financial Quarterly Report – (Oct.-Dec.) – Mrs. Gilbert asked the Board if they had reviewed the report they received prior to the meeting. A discussion followed. Mr. Chauvin answered questions of the Board. Ms. Lyman-Redfearn made a motion to accept the financial quarterly report as presented prior to the meeting. Seconded by Ms. Carriere-Williams. Passed unanimously.

C. JPHSA Board Line Item Budget Report – Mrs. Gilbert opened discussion on the JPHSA Board line item report. A discussion followed. Mr. Chauvin answered questions of the Board. Mr. Scalia made a motion to accept the report as presented prior to the meeting. Seconded by Mr. Arey. Passed unanimously.

6. Monitoring CEO Performance.

A. Treatment of Staff Policy Monitoring Report – Mrs. Gilbert opened discussion on the Treatment of Staff Monitoring Report. A discussion followed. Mrs. Gilbert asked the Board if they assessed the interpretation of the Treatment of Staff monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Mrs. Gilbert asked for a motion to

accept the interpretation of the policy as reasonable. Mr. Arey made a motion to accept the interpretation of the Treatment of Staff monitoring report as presented prior to the meeting. Seconded by Mr. Scalia. Passed unanimously.

Mrs. Gilbert asked the Board if they felt the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Mrs. Gilbert asked for a motion to accept the data provided as documentation of compliance with the Treatment of Staff policy. Mr. Galbraith made a motion to accept the data provided for the Treatment of Staff monitoring report as presented prior to the meeting. Seconded by Ms. Baltodano-Dubey. Passed unanimously.

B. Treatment of Individuals Served Policy Monitoring Report – Mrs. Gilbert opened discussion on the Treatment of Individuals Served Monitoring Report. A discussion followed. Mrs. Gilbert asked the Board if they assessed the interpretation of the Treatment of Individuals Served monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Mrs. Gilbert asked for a motion to accept the interpretation of the policy as reasonable. Ms. Carriere-Williams made a motion to accept the interpretation of the Treatment of Individuals Served monitoring report as presented prior to the meeting. Seconded by Mr. Arey. Passed unanimously.

Mrs. Gilbert asked the Board if they felt the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Mrs. Gilbert asked for a motion to accept the data provided as documentation of compliance with the Treatment of Individuals Served policy. Mr. Arey made a motion to accept the data provided for the Treatment of Individuals Served monitoring report as presented prior to the meeting. Seconded by Ms. Redfearn. Passed unanimously.

C. Annual Review of Executive Director Contract – The Board discussed holding an executive session to discuss a personnel matter. Mr. Galbraith made a motion to go into executive session at the March meeting to discuss a personnel matter. Seconded by Ms. Carriere-Williams. Passed unanimously.

7. Monitoring Board Performance.

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

B. Policy Review – Delegation to the Executive Director – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. There were no changes to this policy.

Monitoring the Executive Director Performance – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. Ms. Baltodano-Dubey made a motion to accept the changes as presented. Seconded by Mr. Arey. Passed unanimously.

C. Board Recruitment Process – Mrs. Gilbert asked the Board if they had a chance to review the Board Recruitment Process document sent prior to the meeting. A discussion followed. She suggested the Board should always be recruiting for new members even if there

are no openings. Mrs. Gilbert stated those interested would apply and their application kept on file for when there is an opening.

D. 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. Ms. Valenti stated the recommendation to the Parish Council for Ms. Gardener's appointment to the Mental Health, Professional position is on the Parish Council agenda for February 6. A discussion followed.


8. Announcements.

A. Board Generated Items – None.

B. Next Board meeting – **Monday, March 11, 2019 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.**

9. Adjournment.

Mr. Scalia made a motion to adjourn at 7:20 p.m. Seconded by Ms. Lyman-Redfearn. Passed unanimously.


ROSE GILBERT, JPHSA Chairperson