

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

MINUTES

MONDAY, March 7, 2016

Authority Board Members in Attendance:

Monica Baltodano-Dubey	Rose Gilbert	Lee McKee	Logan Williamson
Bob Bradley	Paula LaCour	Mike Spinato	
Rashain Carriere-Williams	Dede Lyman-Redfearn	Marianne Terrebonne	

Authority Board Members Absent:

None.

Staff in Attendance:

Lisa English Rhoden, Executive Director
Tammy Valenti, CAA

Guest in Attendance:

Kevin Centanni, Prospective Board Member
Sal Scalia, Prospective Board Member
Sylvia Pearson, Executive Director, The Extra Mile

The meeting was called to order by Mr. Williamson at 6:01 p.m.

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

A motion was made by Mr. Spinato to adopt the agenda as presented. Seconded Mrs. Gilbert. Passed unanimously.

2. Public Comment.

None.

3. Approval of Minutes.

Mr. Bradley made a motion to accept the minutes as presented prior to the meeting. Seconded by Ms. Terrebonne. Passed unanimously.

4. Board Generated Agenda.

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

- Jefferson Delegation Communication – Ms. Rhoden reported she is monitoring the legislative session and is in very close communication with the Jefferson Delegation Office and legislators. A discussion followed.
- Special Session Committee Meetings – Ms. Rhoden stated she has attended finance committee meetings for the House and Senate and will continue monitoring these meetings on an ongoing basis through this Special Session. A discussion followed.
- SB114 – Ms. Rhoden made Board members aware of SB114 by Sen. LaFleur that was filed for the 2016 Regular Session and told them JPHSA will be watching this Bill closely. She stated the Bill requires written approval by the DHH Secretary for any salary adjustments or cost of living adjustment for any board, entity, agency or commission under her jurisdiction and for any statutorily created human services district. A discussion followed.
- First Responder Trauma Counselling – Ms. Rhoden reported Ms. Valenti was contacted by the Jefferson Parish Emergency Operations Center to see if JPHSA would be able to provide first responder trauma counseling in case of emergencies in the Parish. Ms. Rhoden stated East Jefferson General and West Jefferson Medical Center provided this service in the past and we were told they will no longer be able to continue to provide this service. Ms. Rhoden ensured the Board that JPHSA will be responsive to the Parishes needs. A discussion followed.
- Competency Restoration – Ms. Rhoden reported the Office of Behavioral Health (OBH) is responsible to work with children in the court system to prepare them for their court date. JPHSA was contacted by OBH to inform us we now have this responsibility. OBH has turned over six cases for JPHSA to handle with existing staff. Our staff assigned does have their own case schedule and will have to add these cases. Ms. Rhoden stated we will not receive any additional funding to provide this service. A discussion followed.
- Parish Meetings: Councilman Spears, Councilwoman Lee-Sheng, Parish President Michael Yenni – Ms. Rhoden reported on meetings held with local elected officials. She stated all the meetings went well and JPHSA has the support of our local leaders.
- CDBG FY 16 Proposal: Motion for Chairman to Sign Application – Ms. Rhoden reported the CDBG FY16 proposal requires the signature of the Board Chairman. A discussion followed. A motion was made by Ms. Lyman-Redfean to authorize the Board Chairman to sign the CDBG FY16 proposal for renovations of the West Bank Health Center. Seconded by Mrs. Gilbert. Passed unanimously.

- Community Dialogues – Ms. Rhoden asked the Board to consider waiting to the end of the Legislative Session to re-visit the Community Dialogue events. A discussion followed. The Board agreed with her recommendation.

B) Policy Review – Financial Planning/Budgeting – Mr. Williamson opened discussion regarding the Financial Planning/Budgeting Policy. There were no changes to this policy.

Financial Condition & Activities – Mr. Williamson opened discussion regarding the Financial Condition & Activities Policy. There were no changes to this policy.

C) JeffCare Update – Rashain Carriere-Williams updated the Board on the JeffCare Board meeting by reporting the Board at this time has full membership. She stated they received reports from the Performance & Quality Improvement Committee and the Financial Revenue Committee. A discussion followed.

D) Board Linkage Update – None.

E) Board Recruitment – Ms. Valenti stated the Board has one prospective member awaiting appointment from the Governor’s Office and one prospective member who is awaiting appointment from the Parish Council. A discussion followed.

F) Policy Governance Training – Mr. Williamson reviewed the Model in a way for the Board to look at the complete process from when the Board establishes ENDS and Means Limitations Policies to when the Board evaluates the Executive Director’s performance. He stated the Board sets polices, the Executive Director interprets the policies and with her staff develop a strategic plan to carry out the ENDS policy. The Executive Director uses data collected to support her compliance. She then gives the Board monitoring reports to show her compliance. At that time, the Board accepts or denies her reports and compliance and uses these reports as a tool to evaluate the Executive Director’s performance. A discussion followed.

G) Executive Session – Personnel Issue & Strategic Planning – Mrs. Gilbert made a motion for the Board to enter into Executive Session for a personnel issue and strategic planning. Seconded by Ms. Carriere-Williams. Passed unanimously. (7:20 p.m.) The board entered into Regular Session at 8:20 p.m.

A motion was made by Mr. Spinato to give authority to the Board Chairman to send a letter to JPHSA Human Resources stating the Executive Director met the expectations of the Board and a performance increase was offered and declined by the Executive Director. Seconded by Ms. McKee. Passed unanimously.

5. Announcements.

A) Board Generated Items – None.

B) Next Board meeting – The next meeting will be held on Monday, **April 4, 2016**, 6 p.m., JPHSA East Bank Facility, 3616 S. I-10 S. Road, W., JPHSA Board Conference Room,

Metairie, LA 70002.

6. Adjournment.

The Board meeting was adjourned at 8:22 p.m. by a motion made by Mr. Spinato. Seconded by Ms. LaCour. Passed unanimously.

A handwritten signature in black ink, appearing to read "Logan K. Williamson", written over a horizontal line.

LOGAN K. WILLIAMSON
JPHSA Chairperson