

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, November 4, 2019

Authority Board Members in Attendance:

James Arey	Bruce Galbraith	Alex Redfearn
Monica Baltodano-Dubey	Shawnta Gardener	
Rashain Carriere-Williams	Rose Gilbert	

Authority Board Members Absent:

Patricia Ehrle

Staff in Attendance:

Lisa English Rhoden, Executive Director
Liz Riehl, CPS Director
Rosanna DiChiro, BHCS Director
Mirela Nicola, CFO
Majied Harris, Facilities, Asset & Risk Management Director
Tammy Valenti, CAA

Guest in Attendance:

Bonnie Naquin, Pinell & Martinez Audit Firm
Ashley LaBeouf, Pinell & Martinez Audit Firm

Mrs. Gilbert called the meeting to order at 6:01 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.

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

2. Public Comment.

None.

3. Auditor's Report.

Ms. Naquin introduced Ms. LaBeouf to the Board and stated she will be reporting on the

audit. Ms. LaBeouf reported on the financial audit results sent to the Board prior to the meeting. She reviewed the financial statements and what components the auditors reviewed during the audit. A discussion followed. Mrs. Gilbert thanked Ms. Naquin and Ms. LaBeouf for their report.

4. JPHSA Board Member Representative for JeffCare Board – Mrs. Gilbert opened discussion on appointing a member to sit on the JeffCare Board. Ms. Redfearn made a motion to appoint Ms. Pat Ehrle to the JeffCare Board as the JPHSA Board representative. Ms. Carriere-Williams seconded. Passed unanimously.

5. Conflict of Interest.

Ms. Carriere-Williams asked Ms. Riehl to lead the discussion on the conflict of interest issue on the Board. Ms. Riehl reported on the events leading to the conflict. A discussion followed. Ms. Riehl answered questions of the Board and read from Louisiana statutes and Ethics laws.

Mr. Galbraith made a motion to ask Mrs. Gilbert to step down from the Board membership due to a conflict of interest. He stated this conflict of interest is due to the legal precedence set by the Louisiana Governmental Code of Ethics and Louisiana Ethics Board. Mr. Galbraith also stated the Board was moving forward with this action at the first meeting after the potential conflict of interest was established. Ms. Baltodano-Dubey seconded. 5 yeas, 1 nay and 1 abstention. Motion passes. Mrs. Gilbert verbally resigned and left the meeting.

At this time, Ms. Redfearn made a motion to have the Vice-chairperson, Ms. Carriere-Williams, take over the role of Chairperson for the remainder of the term. Seconded by Ms. Baltodano-Dubey. Passed unanimously.

Ms. Carriere-Williams read a Board Resolution authorizing her to file an ethics complaint on the conflict of interest on behalf of the Board. Ms. Redfearn made a motion to accept the Board Resolution as read. Ms. Gardener seconded. Passed unanimously.

6. Ownership Linkage.

There were no linkages last month.

7. Board Education.

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

- FY20 Marketing Initiatives (Cheryl Wagner) – Ms. Rhoden asked Ms. Wagner to present the FY20 marketing initiatives. Ms. Wagner review the presentation and answered questions of the Board.
- Living Room Model Update (Rosanna DiChiro & Majied Harris) – Dr. DiChiro handed out architectural plans and reviewed for the Board. She reviewed the interior space and gave a brief update on usage of the space. Mr. Harris reported on the exterior plans and answered questions of the Board. A discussion followed.
- Electronic Health System Transition Update (Liz Riehl) – Ms. Riehl reported on the

electronic health system transition stating all workflows are now complete and a day in a life testing has been performed. The team continues to go through every module and in two weeks, an end user training will be provided to staff. Ms. Riehl stated after Thanksgiving JPHSA will have a new electronic health system. A discussion followed and Ms. Riehl answered questions of the Board.

- Maintenance of Accreditation Update – Ms. Rhoden gave an update on the maintenance of accreditation stating the self-study is due on December 2. She reported there are seventeen standards and have uploaded fourteen narratives to COA. Ms. Rhoden stated 81% of the evidence is now completed. Ms. Rhoden answered questions of the Board and a discussion followed.
- Jefferson Parish CY20 Budget – Ms. Rhoden stated she attended a budget hearing with the Parish a couple of months ago to go over JPHSA’s budget. She reported the Parish budget will be on the November or December Council meeting for approval. Ms. Rhoden informed the Board of an additional funding requested from JPHSA’s fund balance for furniture and furnishings for the Living Room Model program. A discussion followed.

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

B. JeffCare Board Update – Deferred. Ms. Ehrle was not at the meeting to give a report.

C. HSIC Meeting Update – Ms. Carriere-Williams reported on the HSIC meeting she attended in October where she gave an overview of JPHSA’s service to LDH staff, LGE Board Chairpersons and Executive Directors. She thanked Ms. Rhoden for the opportunity and stated it was nice to meet and interact with other LGE Board members.

D. Policy Governance Training – Deferred.

8. Required Approvals Agenda.

A. September Minutes – No October Meeting – Ms. Gardener made a motion to accept the minutes as presented prior to the meeting. Ms. Redfearn seconded. Passed unanimously.

B. Financial Quarterly Report (July – September) – Ms. Nicola reviewed the financial quarterly report for the Board. A discussion followed. Ms. Gardener made a motion to accept the financial quarterly report as presented and received prior to the meeting. Ms. Carriere-Williams seconded. Passed unanimously.

C. JPHSA FY20 Budget Revision – Ms. Nicola reviewed the FY20 budget revision for the Board and answered questions. Mr. Galbraith made a motion to accept the FY20 budget revision as presented and received prior to the meeting. Mr. Arey seconded. Passed unanimously.

D. JPHSA Board Budget Line Item Quarterly Report – Ms. Nicola reviewed and answered questions of the Board. Ms. Carriere-Williams made a motion to accept the Board budget line item quarterly report as presented and received prior to the meeting. Mr. Arey

seconded. Passed unanimously.

9. Monitoring CEO Performance.

A. Allocation of Resources – ENDS Monitoring Report – Ms. Carriere-Williams opened discussion on the Allocation of Resources – ENDS Monitoring Report. A discussion followed. Ms. Carriere-Williams asked the Board if they assessed the interpretation of the Allocation of Resources – ENDS monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Carriere-Williams asked for a motion to accept the interpretation of the policy as reasonable. Ms. Redfearn made a motion to accept the interpretation of the Allocation of Resources – ENDS monitoring report as presented prior to the meeting. Seconded by Mr. Galbraith. Passed unanimously.

Ms. Carriere-Williams asked the Board if they felt the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Ms. Carriere-Williams asked for a motion to accept the data provided as documentation of compliance with the Allocation of Resources – ENDS policy. Ms. Gardener made a motion to accept the data provided for the Allocation of Resources – ENDS monitoring report as presented prior to the meeting. Seconded by Mr. Galbraith. Passed unanimously.

10. Monitoring Board Performance.

A. Board Self-evaluation – Mr. Galbraith stated he would fill out the self-evaluation for this meeting.

B. Policy Review – Allocation of Resources – ENDS Policy – Ms. Carriere-Williams opened discussion on review of the ENDS policy. There were no changes to this policy.

Cost of Governance Policy Discussion from September Meeting – Ms. Carriere-Williams opened discussion on the Cost of Governance policy. After discussion, Ms. Carriere-Williams asked if anyone had changes to this policy regarding the option to retain outside assistance to ensure the Board could exercise confident control over organizational performance. The Board acknowledged no one had changes.

C. Yearly Agenda 2020 Planning – Ms. Carriere-Williams asked for a representative of the Board to work with Ms. Valenti on the yearly agenda for 2020. Ms. Gardener stated she would work on the yearly agenda.

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

E. Recruitment - Ms. Valenti reported the open positions on the Board. Ms. Valenti stated the Board now has openings in the Addictive Disorders, Professional position, Addictive Disorders, Advocacy, Developmental Disabilities, Professional position, Developmental Disabilities, Advocacy and a Judiciary position. A discussion followed.

F. Ethics and Sexual Harassment Training – Ms. Valenti reminded Board members to complete these trainings prior to December 31, 2019 and send a copy of their certificates to her

to forward to Jefferson Parish Boards & Commissions.

11. Announcements.

A. Board Generated Items – None.

B. Next Board meeting – The next meeting of the Board is on Monday, December 2, 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.**

12. Adjournment.

Ms. Gardener made a motion to adjourn at 8:01 p.m. Seconded by Ms. Redfearn. Passed unanimously.



RASHAIN CARRIERE-WILLIAMS, JPHSA Chairperson