

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 5, 2018

Authority Board Members in Attendance:

James Arey	Bruce Galbraith	Mike Spinato
Rashain Carriere-Williams	Rose Gilbert	Logan Williamson
Patricia Ehrle		

Authority Board Members Absent:

Monica Baltodano-Dubey	Dede Lyman-Redfearn	Sal Scalia
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Staff in Attendance:

Lisa English Rhoden, Executive Director  
Liz Riehl, CPS Director/General Counsel  
Mitch Chauvin, Comptroller  
Tammy Valenti, CAA

Guest in Attendance:

Shawnta Gardener, Prospective Member

Mrs. Gilbert called the meeting to order at 6:02 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.

Mr. Williamson 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 if any Board members had ownership linkages in October to report to the Board. Mr. Spinato reported he attended the DDRAC and spoke to them regarding openings on the JPHSA Board. Ms. Ehrle stated she participated in the Buddy Walk held at the Shrine on Airline. A Discussion followed.

4. Board Education.

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

- Board Confidentiality Agreement – Liz Riehl – Ms. Riehl handed out and reported on a Confidentiality Agreement Form. She stated that as part of JPHSA’s Compliance Plan, JPHSA staff signed a confidentiality agreement to protect personal and confidential information. After the plan was presented to the Board, Ms. Lyman-Redfearn suggested to Ms. Rhoden to have the Board members sign an agreement as well. Ms. Riehl stated she agreed with Ms. Lyman Redfearn. A discussion followed.

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

- Compliance & Performance Support (CPS) Reorganization – Ms. Riehl reported on enhancements within the CPS Division. She reviewed current and expanded positions for the Board. A discussion followed.

- Jefferson Parish Millage Renewal – Ms. Rhoden stated JPHSA has participated in every civic association and business group meeting the Parish has scheduled. She stated other Parish departments who have a millage on the upcoming election ballot also participated. Ms. Rhoden handed out a report developed by the Bureau of Governmental Research (BGR), which supported the JPHSA’s millage renewal. A discussion followed.

- Bunche Village Civic Association/Jonah Group Event – Ms. Rhoden informed the Board that one of the millage presentations was provided to the Bunche Village Civic Association at their meeting. She stated after the meeting she spoke to the President, Mrs. Yvetta Chesser regarding services available to the community. Ms. Rhoden stated a follow-up meeting was scheduled with Mrs. Chesser, several Pastors from churches in the area and JPHSA. Ms. Rhoden reported as a result of the meeting JPHSA would be holding a Health & Wellness event sometime in late January or early February. She stated Ms. Wagner and Ms. Valenti would meet again with Mrs. Chesser to go over the logistics for the event.

Ms. Rhoden announced the following linkage opportunity:

Catholic Charities’ Substance Addiction Ministry Community Forum, Tuesday, November 23, 2018, 6 – 8:30 p.m., 610 6<sup>th</sup> Street, Gretna, LA. Please contact Dr. Rosanna DiChiro if you are interested in attending.

B. Policy Governance Training – Mrs. Gilbert opened discussion regarding governance training. After discussion, Mr. Williamson suggested monthly governance trainings in 2019 instead of quarterly due to the number of new members that will be on the Board. Mrs. Gilbert stated this would have to be on the yearly agenda that would be presented at the December meeting. Mrs. Gilbert then opened discussion on possible topics for the trainings. The suggestion was made to train on some of the topics in the Board orientation. She asked Ms. Valenti to send the updated orientation form to the Board and requested them to review the form and send their top five categories they would like to have trainings on to her.

5. Required Approvals Agenda.

A. October Minutes – Ms. Carriere-Williams made a motion to accept the minutes as presented. Seconded by Ms. Ehrle. Passed unanimously.

B. Financial Quarterly Report (July 1, 2018 – September 30, 2018) – Mr. Chauvin reviewed the report sent prior to the meeting and answered questions for the Board. A discussion followed. Mr. Galbraith made a motion to accept the Financial Quarterly Report as presented. Seconded by Mr. Spinato. Passed unanimously.

6. Monitoring CEO Performance.

A. Allocation of Resources ENDS Monitoring Report – Mrs. Gilbert opened discussion on the Allocation of Resources ENDS Monitoring Report. A discussion followed. Mrs. Gilbert 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. Mrs. Gilbert asked for a motion to accept the interpretation of the policy as reasonable. Mr. Williamson made a motion to accept the interpretation of the Allocation of Resources ENDS 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 Allocation of Resources ENDS policy. Ms. Carriere-Williams made a motion to accept the data provided for the Allocation of Resources ENDS monitoring report as presented prior to the meeting. Seconded by Ms. Ehrle. 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. Mr. Williamson stated he would complete the self-evaluation form. Mrs. Gilbert thanked Mr. Williamson.

Ms. Carriere-Williams reported on the self-evaluation from the October 1, 2018 Board meeting. She stated the feedback indicated the Board was doing their job, but felt the audit report given at the meeting was too technical.

B. Policy Review – Consultants and Contract Workers – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. Mr. Spinato made a motion to accept the changes as presented. Seconded by Mr. Williamson. Passed unanimously.

Communication and Support to the Board – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. Mr. Galbraith made a motion to accept the changes as presented except to retain number four in its entirety. Seconded by Ms. Carriere-Williams. Passed, six yeas and one abstention.

C. Recruitment - Mrs. Gilbert asked Ms. Valenti to report the open positions on the

Board. Ms. Valenti stated the Board now has an opening in the Addictive Disorders, Professional position and a Judiciary position. She also reported two Developmental Disabilities, Professional positions will open up in December 2018. A discussion followed.

Mr. Williamson made a motion for the Chairperson to send a letter to the Parish Council recommending Ms. Alex Redfearn to the JPHSA Board in the Developmental Disabilities, Professional position. Seconded by Ms. Carriere-Williams. Passed unanimously.

At this time, Mrs. Gilbert asked Ms. Gardener to tell the Board about herself. Ms. Gardener stated she is employed at Boys Town and is a Family Home Residential Program Director. She informed the Board she has 20 years in residential services and is a Licensed Professional Counselor. Mrs. Gilbert thanked Ms. Gardener for coming to the meeting. Mrs. Gilbert asked a member to meet with Ms. Gardener. Ms. Carriere-Williams stated she would meet with her prior to the next meeting

8. Executive Session.

The Board entered Executive Session at 7:23 p.m.

Yvette Jones VS State of Louisiana through, Rebekah Gee in her official capacity of Secretary of Louisiana Department of Health and Hospitals, Melanie Williams individually and in her official capacity as Director of Human Resources Jefferson Parish Human Services Authority, ABC Insurance Co., XYZ Insurance Co., Louisiana Attorney General

The Board went into regular session at 7:34 p.m.

9. Announcements.


A. Board Generated Items.

None.

B. Next Board meeting – **Monday, December 3, 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.**

9. Adjournment.

Ms. Carriere-Williams made a motion to adjourn at 7:37 p.m. Seconded by Mr. Galbraith. Passed unanimously.

  
ROSE GILBERT, JPHSA Chairperson