

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, April 1, 2019

Authority Board Members in Attendance:

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

Authority Board Members Absent:

Monica Baltodano-Dubey

Staff in Attendance:

Lisa English Rhoden, Executive Director
Julie Shaw, JeffCare Director
Tammy Valenti, CAA

Guest in Attendance:

Mr. Tony Ligi, Executive Director, Jefferson Business Council
Ms. Lydia Guillot, President, Downs Syndrome Association of Greater New Orleans
Mr. Ryan Harper, Community Member

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

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

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

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

Mr. Arey made a motion to adopt the agenda as presented. Seconded by Mr. Scalia.

Passed unanimously.

2. Public Comment.
None.

3. Ownership Linkage.

Mrs. Gilbert stated several Board members attended the Bunch of Fun Health & Wellness Fest held on February 16. She reported the community participation was very good and the JPHSA staff did a wonderful job. Members in attendance were Mrs. Gilbert, Mr. Galbraith, and Mr. Scalia.

A. Mr. Toni Ligi, Executive Director, Jefferson Business Council – Mrs. Gilbert welcomed Mr. Ligi and asked him a few questions regarding his knowledge of needs in the Jefferson Parish community. Mr. Ligi spoke about the need to address the Opioid crisis in order to have individuals and families have a good quality of life in Jefferson Parish. He also stated early care and education is very important. A discussion followed. Ms. Rhoden informed Mr. Ligi about the need for housing. She stated housing is very important to the recovery for those with serious mental illness and there is not much available in Jefferson Parish. A discussion followed. Mrs. Gilbert thanked Mr. Ligi for coming to the meeting and sharing with the Board.

Mrs. Gilbert stated she met with Families Helping Families as a linkage and asked them several questions regarding where they saw gaps and needs in the community. She reported on the need for funding of waivers, support coordinators and opportunity for one-time funding. She stated support coordinators are a big challenge since there are always turnovers due to low pay and large caseloads. She said, supported employment is needed and there should be creative employment options. A discussion followed.

4. Board Education.

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

- JeffCare Update – Julie Shaw – Ms. Rhoden asked Ms. Shaw to report on volume and future plans for JeffCare. Ms. Shaw handed out a report and reviewed for the Board. She stated the three focuses for 2018 were cervical cancer, hypertension and diabetes. She reported JeffCare received technical assistance from a subject matter expert to work with staff on diabetes through funding provided by HRSA. A discussion followed.

Ms. Shaw reported improvements for JeffCare would be to decrease wait times, expand staff and expand space for pediatric and child services. Ms. Shaw answered questions of the Board.

Ms. Shaw reported the JeffCare Board now has eleven members. She stated this Board is a little different due to HRSA requirements. She stated they do get involved in day-to-day activities and 51% of the Board have to be someone actually seeking primary care or behavioral services within JeffCare. Ms. Shaw reported on hiring a consultant on the Policy Governance Model to work with the Board on developing their policies. Ms. Shaw and the Chairperson of the Board will be attending the Govern for Impact Conference in June.

- Strategic Plan Review and Update – Ms. Rhoden reported the Division of Administration is requesting JPHSA to review and update the agency's strategic plan. Ms. Rhoden asked the Board to place the Board's Mission, Vision and Priorities on the May agenda for review and update. A discussion followed. The Board agreed to place this on the May agenda.

- LDH Contract Update – Ms. Rhoden stated JPHSA has a signed contract after eight months of negotiations. She reported at least two Local Governing Entities have not signed as of this date. A discussion followed.

- JPPSS Cooperative Endeavor Agreement – Ms. Rhoden reported a third agreement was developed with JPPSS. She stated this started with conversations with School Board member

Sandy Denapolis and Kenner Mayor Ben Zhan asking for more JPHSA services in Kenner schools. She stated a meeting with Superintendent Brumley and JPPSS staff was scheduled to work out the details. Ms. Rhoden reported JPHSA will provide expanded services for the school year and if successful will look at expanding to other schools. She reported the barrier was with the schools not having parental consent for JPHSA to deliver services. She stated with the agreement in place the schools will now receive parental consent at the start of the school year. A discussion followed.

- River Oaks, Third Floor Update – Ms. Rhoden reported renovation on the third floor at Elmwood is 86% completed and most of the labor is being provided by existing staff. She offered to have the June Board meeting at the Elmwood location. The Board asked for the meeting location to change to the Elmwood facility.

- COA Update – Ms. Rhoden reported COA is in full swing at JPHSA. Staff are training, performing audits and revising policies. She stated the agency is moving ahead at a reasonable pace. Ms. Rhoden reported an update will be given at the August or September Board meeting. JPHSA will be sending out 800 – 900 surveys to individuals in the community. She stated the Board would also be surveyed and it is very important to fill them out and return to us.

Ms. Rhoden announced the following linkage opportunities:

15th Annual Greater New Orleans Area Autism Awareness Festival, Saturday, April 6, 2019, 10 a.m. – 1p.m., First Baptist Church, 5290 Canal St., New Orleans, LA 70124

DEA Drug Takeback Day, Saturday, April 27, 2019, 10 a.m. – 2 p.m., JPHSA West Jefferson, 5001 West Bank Expressway, Marrero, LA 70072.

B. JeffCare Board Update – Ms. Shaw gave an update on JeffCare earlier in the meeting.

C. Policy Governance Training – Mrs. Gilbert reported the focus on Policy Governance at this meeting was linkages. She stated having Mr. Ligi in attendance at the Board meeting was fulfilling the Board’s responsibility to hear from the community. A discussion followed.

D. Annual Retreat Planning – Mrs. Gilbert asked Board members what they would like the focus to be at the retreat. A discussion followed. After much discussion, Ms. Rhoden suggested to have JPHSA’s Public Information Director work with the Board to put a presentation together on how to represent the agency when meeting with the community to fulfill their linkage obligations. The Board agreed and Mrs. Gilbert, Ms. Carriere-Williams and Ms. Ehrle will meet with Ms. Wagner prior to August 3, 2019.

5. Required Approvals Agenda.

A. March Minutes – Mr. Arey made a motion to adopt the minutes as presented. Seconded by Ms. Carriere-Williams. Passed unanimously.

6. Monitoring Board Performance.

A. Board Self-evaluation – Mrs. Gilbert asked a Board member to fill out the Board self-evaluation form for this meeting. Ms. Ehrle stated she would fill out the Board self-evaluation for this meeting. Ms. Carriere-Williams reported the self-evaluation from last month’s meeting indicated the Board had great participation and focused on what it was supposed to focus on.

B. Policy Review – Board Job Description – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. Ms. Redfearn made a motion to accept the changes as presented. Seconded by Ms. Gardener. Passed unanimously.

Agenda Planning – Mrs. Gilbert opened discussion on possible changes to the policy. A discussion followed. Ms. Carriere-Williams made a motion to accept the changes as presented. Seconded by Mr. Arey. Passed unanimously.

C. 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.

D. Financial Disclosure Tier 2.1 – Due May 15, 2019 – Ms. Valenti reminded the Board to send in their Financial Disclosure Tier 2.1 forms to the State prior to May 15, 2019.

7. Monitoring CEO Performance.

A. Annual Review of Executive Director Contract – Executive Session – Ms. Carriere-Williams made a motion to go into executive session at 7:41 p.m. to discuss a personnel matter. Seconded by Ms. Redfearn. Passed unanimously. The Board entered Regular Session at 7:51 p.m. Ms. Ehrle made a motion to give authorization to the Board Chairperson to send a letter to JPHSA Human Resources stating the Executive Director has exceeded the Board’s expectations. At this time, the Executive Director has declined an increase and has asked the Board to revisit when increases are considered for classified civil service staff members. Seconded by Ms. Carriere-Williams. Passed unanimously.

8. Announcements.

A. Board Generated Items – None.

B. Next Board meeting – **Monday, May 6, 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.

Ms. Carriere-Williams made a motion to adjourn at 7:55 p.m. Seconded by Ms. Redfearn. Passed unanimously.

ROSE GILBERT, JPHSA Chairperson