

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

MINUTES

MONDAY, DECEMBER 4, 2017

Authority Board Members in Attendance:

Monica Baltodano-Dubey	Rose Gilbert	Dede Lyman-Redfearn
Bob Bradley	Bruce Galbraith	Mike Spinato
Rashain Carriere-Williams	Paula LaCour	Logan Williamson
Kevin Centanni		

Authority Board Members Absent:

Sal Scalia

Staff in Attendance:

Lisa English Rhoden, Executive Director
Cheryl Wagner, Communications Officer
Tammy Valenti, CAA

Guest in Attendance:

None.

The meeting was called to order by Ms. Lyman-Redfearn at 6:00 p.m.

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

Ms. Lyman-Redfearn asked Ms. Valenti to take attendance. She then asked for a motion to adopt the agenda as presented.

A motion was made by Ms. Carriere-Williams to adopt the agenda as presented. Seconded by Ms. LaCour. Passed unanimously.

2. Public Comment.

None.

3. Approval of Minutes.

A motion was made by Mr. Galbraith to accept the minutes as presented prior to the meeting. Seconded by Mr. Williamson. Passed unanimously.

4. Required Approvals Agenda.

A) Asset Protection Monitoring Report – Ms. Lyman-Redfearn asked the Board if

they assessed the interpretation of Asset Protection monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Lyman-Redfearn asked the Board if they felt that the data presented in the monitoring report indicated compliance with the interpretation presented. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to adopt the report. A motion was made by Mrs. Gilbert to accept the Asset Protection monitoring report as presented prior to the meeting. Seconded by Ms. Carriere-Williams. Passed unanimously.

5. Board Generated Agenda.

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

- Social Media – Cheryl Wagner – Ms. Rhoden asked Ms. Wagner to give an overview of the social media presence we now have at JPHSA. Ms. Wagner stated JPHSA now has an interactive media modality. She stated with the use of Facebook it allows JPHSA to extend its reach and further foster those individuals that are followers and can help us spread the word about JPHSA services. Ms. Wagner gave other examples such as tying into national promotions on health issues, JPHSA events opened to the public, health and wellness news, Board information and employment opportunities. A discussion followed. Ms. Wagner reported the launch date will be January 3, 2018.

- Elmwood Update – Ms. Rhoden updated the Board on the progress of the renovations at Elmwood on the first floor. She stated all walls on the left side of the building have been framed out and the facilities management staff has now started on the right side of the building. The first floor project is 28% complete and is on budget. A discussion followed.

- Health Resources Services Administration (HRSA) Site Visit Recap – Ms. Rhoden reported on the HRSA site visit stating it was absolutely incredible. The HRSA Team had extensive knowledge of the public model as we are. They were very versed in fiscal matters and raved about all components. Ms. Rhoden stated of the eighteen components, only three required corrective actions. She reported two of the three have already been addressed. A discussion followed. Ms. Rhoden stated they will be back for another site visit in three years.

Ms. Rhoden announced the following linkage opportunities:

- Beechgrove Head Start Parent Meeting is scheduled from 10 – 10:30 a.m. on Friday, December 15, at 721 Tricia Court, Westwego. Contact Rosanna DiChiro at 235-1122 for more information.

- Developmental Disabilities Second Quarter Community Services Provider Meeting will be held from 9:30 a.m. – 12:30 p.m. on Thursday, December 14, at the East Jefferson Regional Library (4747 West Napoleon Avenue, Metairie). The meeting is co-sponsored by JPHSA and Metropolitan Human Services District. Contact Nicole Sullivan-Green at 444-4241 for more information.

- Behavioral Health Regional Advisory Council will meet from 11 a.m. – 1 p.m. on Thursday, January 4, in the JPHSA East Jefferson Board Room. Lunch is provided. Please R.S.V.P. if you plan to attend by calling Lisa English Rhoden at 473-7711.

- Behavioral Health Task Force will meet from 11 a.m. – 1 p.m. on Tuesday, January 9, at the Coroner’s Office, 2018 8th Street, Harvey. Lunch is provided. Contact Rosanna DiChiro at 235-1122 for more information.

B) Policy Review – Board Job Description – Ms. Lyman-Redfearn opened discussion regarding the Board Job Description policy. A discussion followed. There were no changes to this policy.

Agenda Planning – Ms. Lyman-Redfearn opened discussion regarding the Agenda Planning policy. A discussion followed. There were no changes to this policy.

Chairperson’s Role – Ms. Lyman-Redfearn opened discussion regarding the Chairperson’s Role policy. A discussion followed. There were no changes to this policy

C) Our Board Software – Our Board Software – Ms. Lyman-Redfearn asked Mrs. Gilbert to report to the Board on the Our Board Software. Mrs. Gilbert stated she contacted the company to get additional information and she did not hear back from them.

D) Board Orientation – Ms. Lyman-Redfearn stated the Committee met and discussed what information is important for the Board to have regarding JPHSA. She stated within Act 73 legislation there is a list of information regarding the LGE that has to be shared with the Board. Ms. Lyman-Redfearn stated the Committee asked Ms. Rhoden to pull together this information so it can be incorporated into the Board Orientation. She thanked Ms. Rhoden for her hard work in pulling the information together. Ms. Lyman-Redfearn reported the Committee should have a power point presentation completed in February. She stated the recommendation of the Committee will be to have existing Board members pair up with new members and review the presentation and have them sign stating the information was reviewed. The hope is to have new members complete all phases of the orientation by their third meeting after appointment. Ms. Lyman- Redfearn reported Mr. Galbraith and Mrs. Gilbert will meet on January 16, 2018 and provide the governance portion of the orientation for the power point. Ms. Baltodano-Dubey stated she would like to work with them on the governance materials.

E) Yearly Agenda – Ms. Lyman-Redfearn asked members if they reviewed the Board’s Yearly Agenda. A discussion followed. A motion was made by Mr. Williamson to adopt the Yearly Agenda as presented. Seconded by Mr. Centanni. Passed unanimously.

F) JeffCare Update – Rashain Carriere-Williams stated the HRSA site visit was completed. She stated the reviewers were experienced and very impressed especially with how organized the Board is and the PQI program that is in place. Ms. Carriere-Williams stated they were also impressed that the HRSA Standards were on every Board agenda. She reported one area of focus was to enhance primary care pediatrics. A discussion followed.

G) IPGA Conference – Ms. Lyman- Redfearn reported the IPGA Conference will be held on June 21 – 24, 2018 in Savannah, GA. She stated the Vice-Chairperson, Mrs. Gilbert and Ms. Carriere-Williams will be attending. A discussion followed. Ms. Lyman-Redfearn asked Ms. Valenti to register them once the registration period opened.

H) Policy Governance Consultation Training – Ms. Lyman-Redfearn reported she has

asked for a proposal from the Governance Coach Consulting Agency regarding an advanced training for the Board's retreat in 2018. She stated she hopes to have the proposal on content and cost at the January meeting. A discussion followed.

I) Board Training

a. Ethics Training Certificates – Ms. Lyman-Redfearn reminded members to complete the ethics training and send their certificates to Ms. Valenti so she can forward them to the Parish.

b. Sexual Harassment Training – Ms. Valenti reported the Jefferson Parish training portal has been finalized for Board members to log in and complete the sexual harassment training. Ms. Valenti stated she would send the log in information to Board members on Tuesday, December 5th. The Parish has advised they will not hold members accountable for not completing the training in 2017, but would prefer compliance. The training will be mandatory in 2018.

J) Recruitment – Ms. Valenti stated there is only one position open at this time. The individual must be a professional in either Addictive Disorders or Developmental Disabilities. A discussion followed. Ms. Valenti reported Mr. Arey's appointment is on the agenda for the Jefferson Parish Council meeting on December 6, 2017.

K) Board Self-evaluation – Ms. Lyman-Redfearn asked for a volunteer to fill out the Board self-evaluation for the meeting. Mr. Williamson stated he would complete the self-evaluation form. Ms. Baltodano-Dubey stated she will complete the form for the January 8, 2018 meeting. Ms. Lyman-Redfearn thanked Mr. Williamson and Ms. Baltodano-Dubey.

L) Board Linkage Update – Ms. Rhoden handed out several linkage opportunities for the Board. Mr. Spinato stated he attended the Behavioral Health Task Force meeting at River Oaks Hospital on November 14, 2017. Ms. LaCour reported on an upcoming linkage. She stated there will be an informational fair in January. Ms. LaCour contacted Nicole Green and invited JPHSA to have a table at the fair.

6. Announcements.

A) Board Generated Items – Ms. Lyman-Redfearn thanked Mr. Bradley for his service and dedication to JPHSA. She asked Mr. Bradley to continue to be an advocate for those with disabilities and to come back and visit with the Board anytime.

B) Next Board meeting -- The next meeting will be held on **Monday, January 8, 2018 at 6:00 p.m., JPHSA East Jefferson Facility, 3616 S. I-10 Service Road, W., JPHSA Board Conference Room, Metairie, LA 70001.**

7. Adjournment.

The Board meeting was adjourned at 7:55 p.m. by a motion made by Mr. Centanni. Seconded by Mrs. Gilbert. Passed unanimously.



DEDE LYMAN-REDFEARN, JPHSA Chairperson