

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
BOARD MEETING  
EAST JEFFERSON BOARD ROOM  
3616 S. I-10 Service Rd. W., Suite 200  
Metairie, Louisiana 70001

MINUTES

Monday, February 3, 2020

JPHSA Board Members in Attendance:

Monica Baltodano-Dubey	Bruce Galbraith
Rashain Carriere-Williams	Shawnta Gardener-Taylor
Patricia Ehrle	Alex Redfearn

JPHSA Board Members Absent:

James Arey

Staff in Attendance:

Lisa English Rhoden, Executive Director  
Liz Riehl, CPS Division Director  
Mirela Nicola, CFO  
Gary Lamprecht, IT Director  
Tammy Valenti, CAA

Guests in Attendance:

Robin P. Brooks, Prospective Board Member  
Alan Carroll, Prospective Board Member

Ms. Carriere-Williams called the meeting to order at 6:00 p.m.

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

Ms. Carriere-Williams asked guest and staff members in attendance to introduce themselves.

Ms. Carriere-Williams asked for a motion to adopt the agenda as presented. Ms. Ehrle made a motion to adopt the agenda as presented. Ms. Redfearn seconded the motion. Passed unanimously.

2. Public Comment

None

3. Ownership Linkage

Ms. Ehrle informed the Board of the National Down Syndrome Congress Convention held in New Orleans on June 25-28. She stated the convention would be a good linkage for the Board.

Ms. Baltodano-Dubey informed the Board of the Jefferson Parish Public School System's fair on March 21, at Bridgedale Elementary on W. Metairie Ave. in Metairie, LA from 10:30 a.m. – 1:00 p.m. She stated this would be a good linkage for the Board.

#### 4. Board Education

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

- Maintenance of Accreditation On-Site Review – Ms. Rhoden informed the Board the COA Team began their on-site visit on Sunday. She stated she met with them and they reviewed service delivery records and records in the Human Resources Department. Ms. Rhoden stated their feedback was very good. A discussion followed. She reported the COA Team would be at the Elmwood facility tomorrow where they will interview staff and service recipients and will conduct an exit interview on Wednesday. Ms. Rhoden told the Board she would provide a full report on each of the COA standards and how JPHSA performed at the next meeting.

- Data Security Threats and Preventative Measures (Gary Lamprecht) – Mr. Lamprecht explained the preventive measures the IT Department is doing to raise awareness of Phishing and to overall protect JPHSA's security system. He stated they are also doing a system upgrade. A discussion followed.

- CY20 Parish Budget (Mirela Nicola) – Ms. Nicola reported JPHSA asked for a one-time 10% increase in funding for use for a new program modeled after the Living Room model. Ms. Nicola answered questions of the Board. A discussion followed.

- FY21 State Budget Development (Mirela Nicola) – Ms. Nicola informed the Board the FY21 State budget process has started. She reported JPHSA prepared a continuation package and submitted this request to LDH at the end of October. She stated at the end of December JPHSA received the recommended budget. Ms. Nicola also stated LDH asked for JPHSA to conduct a 3% and a 5% reduction exercise. She answered questions of the Board. A discussion followed.

- All Staff Meeting – Ms. Rhoden informed the Board of the All Staff meeting on March 5 at East Jefferson General Hospital Auditorium from 8:00 a.m. – 10:00 a.m. She invited the Board to attend.

Ms. Rhoden reported the following linkage opportunities:

Annual Jefferson Parish Community Resource Fair, March 28, 2020, 10 a.m. – 2 p.m., Clearview Mall, 4436 Veterans Memorial Blvd., Metairie, LA.

Autism Society for the Greater New Orleans Metropolitan Area, April 4, 2020, 10 a.m. – 1 p.m., First Baptist Church, 5290 Canal Blvd., New Orleans, LA.

B. JeffCare Board Update – Ms. Ehrle gave a report on the JeffCare Board. She stated she attended the December 14, 2019 JeffCare Board meeting. Highlights from the meeting included the renewal of the JPHSA/JeffCare Cooperative Agreement. She also informed the Board of the election of officers. Ms. Ehrle reported the new officers as Dede Redfearn, Chairperson, Patricia Martinez, Vice-Chairperson and Toni Kabash as Secretary.

Ms. Ehrle then reported on the January JeffCare Board meeting stating the Board approved the 2020 Yearly Agenda and is in the process of recruiting new members. She also reported JeffCare would be participating in the Crescent City Classic on April 11, 2020 as a fundraiser event. Ms. Ehrle provided a hard copy of her report to Ms. Carriere-Williams for inclusion with meeting documents.

C. Policy Governance Training – Deferred.

D. Govern for Impact Conference – Ms. Valenti reported on the Govern for Impact Conference being held on June 10 through June 20, 2020 in Fort Worth, Texas. A discussion followed. Ms. Carriere-Williams asked the Board to notify Ms. Valenti by next week if they were interested in attending.

## 5. Required Approvals Agenda

A. December Minutes – Mr. Galbraith made a motion to approve the December 3, 2019 JPHSA Board meeting minutes as presented. Ms. Gardener-Taylor seconded the motion. Passed unanimously.

B. Financial Quarterly Report – (Oct. – Dec.) – Ms. Nicola answered questions of the Board on the financial quarterly report sent prior to the meeting. A discussion followed. Ms. Ehrle made a motion to accept the financial quarterly report as presented prior to the meeting. Seconded by Ms. Gardener-Taylor. Passed unanimously.

C. JPHSA Board Line Item Quarterly Budget Report – Ms. Nicola answered questions of the Board on the Board quarterly budget report sent prior to the meeting. A discussion followed. Ms. Ehrle made a motion to accept the Board quarterly report as presented prior to the meeting. Seconded by Ms. Redfearn. Passed unanimously.

## 6. Monitoring CEO Performance

A. Financial Conditions and Activities Policy Monitoring Report – External – Ms. Carriere-Williams opened discussion on the Financial Conditions and Activities Monitoring Report. A discussion followed. Ms. Carriere-Williams asked the Board if they assessed the interpretation of the Financial Conditions and Activities 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 Financial Conditions and Activities 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 Financial Conditions and Activities policy. Mr. Galbraith made a motion to accept the data provided for the Financial Conditions and Activities monitoring report as presented prior to the meeting. Seconded by Ms. Gardener-Taylor. Passed unanimously.

B. Treatment of Individuals Served Policy Monitoring Report – Ms. Carriere-Williams opened discussion on the Treatment of Individuals Served Monitoring Report. A discussion followed. Ms. Carriere-Williams asked the Board if they assessed the interpretation of the Treatment of Individuals Served 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. Ehrle made a motion to accept the interpretation of the Treatment of Individuals Served monitoring report as presented prior to the meeting. Seconded by Ms. Redfearn. 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 Treatment of Individuals Served policy. Ms. Redfearn made a motion to accept the data provided for the Treatment of Individuals Served monitoring report as presented prior to the meeting. Seconded by Ms. Gardener-Taylor. Passed unanimously.

C. Annual Review of Executive Director Performance Contract – Executive Session – At this time Ms. Ehrle made a motion to enter into Executive Session to discuss the Executive Director performance. Seconded by Ms. Gardener-Taylor. Passed unanimously. 6:52 p.m.

The Board entered into regular session at 7:17 p.m. Ms. Baltodano-Dubey made a motion to authorize Ms. Carriere-Williams, JPHSA Board Chairperson, to negotiate a contract with the Executive Director and report to the Board at the March 2, 2020 Board meeting. Ms. Gardener-Taylor seconded the motion. Passed unanimously.

## 7. Monitoring Board Performance

A. Board Self-Evaluation – Ms. Ehrle volunteered to do the Board self-evaluation.

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

Financial Planning/Budgeting – Ms. Carriere-Williams opened discussion on review of the Financial Planning/Budgeting policy. There were no changes to this policy.

C. 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.

Ms. Carriere-Williams asked the prospective Board members in attendance to inform the Board about themselves and let them know what brings them to JPHSA. Ms. Robin Brooks stated she has work as a Social Worker for 24 years and is very passionate and has worked with individuals with ADHD and Autism.

Mr. Allen Carroll stated he is a CPA and has an autistic son. He reported he is a member of the DDRAC in Jefferson and is very interested in serving on the JPHSA Board.

D. Nominating Committee Report – Vice Chairperson – Ms. Ehrle reported on the recommendation of the Nominating Committee. She stated the Committee would like to nominate Ms. Gardener-Taylor for the open position of Vice-Chairperson for the JPHSA Board. Ms. Carriere-Williams called for any nominations from the floor. Hearing none, Mr. Galbraith made a motion for Ms. Gardener-Taylor be the Vice-Chairperson of the Board. Seconded by Ms. Baltodano-Dubey. Passed 6 yeas and 0 nays.

E. JPHSA Board Representative for Behavioral Health RAC – Ms. Carriere-Williams ask a volunteer to participate on the BHRAC as the JPJHSA Board representation. Mr. Galbraith stated he would volunteer. Ms. Redfearn made a motion to appointment Mr. Galbraith as the JPHSA Board representative on the BHRAC. Seconded by Ms. Baltodano-Dubey. Passed unanimously.


## 8. Announcements

A. Board Generated Items – None.

B. Next Board meeting – The next meeting of the Board is on Monday, March 2, 2020 at JPHSA's East Jefferson facility, located at 3616 S. I-10 Service Rd. W., Ste. 200, Metairie, Louisiana 70001. The meeting will take place in the second floor boardroom.

9. Adjournment

Ms. Ehrle made a motion to adjourn the meeting at 7:44 p.m. Ms. Gardener-Taylor seconded the motion. Passed unanimously.

  
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RASHAIN CARRIERE-WILLIAMS  
Board Chairperson