

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, MAY 7, 2018

Authority Board Members in Attendance:

James Arey	Paula LaCour	Mike Spinato
Monica Baltodano-Dubey	Dede Lyman-Redfearn	Logan Williamson
Rashain Carriere-Williams	Mia Sanders	
Kevin Centanni	Sal Scalia	

Authority Board Members Absent:

Bruce Galbraith Rose Gilbert

Staff in Attendance:

Lisa English Rhoden, Executive Director
Amy Hemphill, COO/CFO
Liz Steinbeiser Riehl, CPS Director/General Counsel
Tammy Valenti, CAA

Guest in Attendance:

Patricia Ehrle, Prospective member
Lynn Hoffman, Prospective member

Ms. Lyman-Redfearn called the meeting to order at 6:03 p.m.

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

Ms. Lyman-Redfearn called for the introduction of guests in attendance. She then asked for a motion to accept the agenda as presented.

Mr. Williamson made a motion to adopt the agenda as presented. Seconded by Mr. Centanni. Passed unanimously.

2. Public Comment.

None.

3. Required Approvals Agenda.

A) Monitoring Report – Financial Planning & Budgeting - Ms. Lyman-Redfearn asked the Board if they assessed the interpretation of the Financial Planning & Budgeting

monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the interpretation of the policy as reasonable. Mr. Scalia made a motion to accept the interpretation of the Financial Planning & Budgeting monitoring report as presented prior to the meeting. Seconded by Mr. Arey. Passed unanimously.

Ms. Lyman-Redfearn 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. Lyman-Redfearn asked for a motion to accept the data provided as documentation of compliance with the Financial Planning & Budgeting policy. Mr. Centanni made a motion to accept the data provided for the Financial Planning & Budgeting monitoring report as presented prior to the meeting. Seconded by Ms. Carriere-Williams. Passed unanimously.

B) Monitoring Report – Financial Condition & Activities – Internal - Ms. Lyman-Redfearn asked the Board if they assessed the interpretation of the Financial Condition & Activities monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Lyman-Redfearn asked for a motion to accept the interpretation of the policy as reasonable. Mr. Arey made a motion to accept the interpretation of the Financial Condition & Activities monitoring report as presented prior to the meeting. Seconded by Ms. LaCour. Passed unanimously.

Ms. Lyman-Redfearn 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. Lyman-Redfearn asked for a motion to accept the data provided as documentation of compliance with the Financial Condition & Activities policy. Mr. Spinato made a motion to accept the data provided for the Financial Condition & Activities monitoring report as presented prior to the meeting. Seconded by Mr. Williamson. Passed unanimously.

C) Financial Quarterly Report (January – March) – Ms. Lyman-Redfearn asked Board members if they had any questions regarding the report. Ms. Hemphill reviewed the report and answered questions of the Board. A motion was made by Mr. Arey to accept the Financial Quarterly Report as received prior to the meeting. Seconded by Mr. Williamson. Passed unanimously. Ms. LaCour requested a footnote at the bottom of the report for acronyms.

4. Approval of Minutes.

Mr. Spinato made a motion to accept the minutes as presented. Seconded by Mr. Arey. Passed unanimously.

5. Board Generated Agenda.

A) Board Self-evaluation – Ms. Lyman-Redfearn stated the self-evaluation update from the April meeting will be given by Mrs. Gilbert at the June 9 meeting.

Ms. Lyman-Redfearn asked for a volunteer to fill out the Board self-evaluation form for this meeting. Mr. Centanni stated he would complete the self-evaluation form. Ms. Lyman-Redfearn thanked Mr. Centanni.

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

- Billing PQI – Ms. Rhoden asked Ms. Riehl and Ms. Hemphill to present the PQI Plan. Ms. Riehl stated following a routine annual claims reconciliation, JPHSA identified the need for PQI specific to the collection of certain individual coinsurance responsibilities. In response, JPHSA worked with individuals served to collect amounts due, and implemented a procedure which requires up-front payment of certain individual coinsurance responsibilities prior to the provision of services. Ms. Riehl and Ms. Hemphill answered questions of the Board. A discussion followed.

- Community Dialogues – Ms. Rhoden reported it was time to begin discussion on holding the Community Dialogue events for this year. A discussion followed. Ms. Rhoden requested a Board member to work with her on these events. Ms. Sanders will meet with Ms. Rhoden to prepare for the dialogues.

- Risk Management Audit – Ms. Rhoden reported on JPHSA’s risk management audit. She stated JPHSA received a perfect score for the second year in a row. A discussion followed. The Board suggested the Facilities Management Team be recognized for their achievement at the All Staff Meeting.

Ms. Rhoden announced the following linkage opportunities:

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

The Louisiana Association on Compulsive Gambling will host a partnership meeting with JPHDS from 9 a.m. – 4 p.m. on Wednesday, May 9, at the East Bank Regional Library, 4747 Napoleon Ave., Metairie, Five (5) SW CEUs awarded. Contact Rosanna DiChiro at 235-1122 for more information.

C) Policy Review – Committee Principals – Ms. Lyman-Redfearn asked Ms. Riehl to review the Committee Principals policy for the Board. A discussion followed. A motion was made by Mr. Centanni to accept the Committee Principals policy with changes as presented. Seconded by Ms. Carriere-Williams. Passed unanimously.

Global Executive Constraint – Ms. Lyman-Redfearn asked Ms. Riehl to review the Global Executive Constraint policy for the Board. A discussion followed. A motion was made by Mr. Arey to accept the Global Executive Constraint policy with changes as presented. Seconded by Ms. Carriere-Williams. Passed unanimously.

Treatment of Individuals Served – Ms. Lyman-Redfearn asked Ms. Riehl to review the Treatment of Individuals Served policy for the Board. A discussion followed. A motion was made by Mr. Centanni to accept the Treatment of Individuals Served policy with changes as presented. Seconded by Mr. Scalia. Passed unanimously.

D) Mandatory Training – Ethics and Sexual Harassment – Ms. Valenti reminded the Board of the two (2) mandatory trainings which need to be completed by December 31, 2018.

The Board asked Ms. Valenti to send a reminder out with those members who have and have not taken the training.

E) Financial Disclosure for 2017 – Due May 15, 2018 – Ms. Valenti reminded the Board to send their Financial Disclosure to the State Board of Ethics prior to May 15, 2018.

F) Recruitment – Ms. Lyman-Redfearn stated she might have a prospective member for one of the Developmental Disabilities, Professional positions.

Ms. Lyman-Redfearn asked Ms. Ehrle to tell the Board about herself and her interest in JPHSA. Ms. Ehrle stated she has a son with disabilities and is retired from the Department of Energy. She stated she has hands on experience in budgeting for non-profits and for-profit entities. A discussion followed.

Ms. Lyman-Redfearn asked Ms. Hoffman to tell the Board about herself. Ms. Hoffman stated she is an internal auditor for Loyola University. Ms. Hoffman has worked as an auditor and controller. A discussion followed.

G) Board Linkage Update – Included in Ms. Rhoden's handout earlier in the meeting was possible linkage opportunities for the Board.

Ms. Lyman-Redfearn reported she and Mrs. Gilbert attended the Human Services Interagency Council meeting in Baton Rouge on April 19, 2018. She stated the meeting was informative and gave opportunity for networking with other LGE Board members.

Ms. Baltodano-Dubey stated she participated in two (2) Town Hall meetings with the Superintendent of the Jefferson Parish Public School System on April 26 & 27, 2018. She stated she provided information on JPHSA services to the Hispanic community in Jefferson Parish.

6. Announcements.

A) Board Generated Items – Ms. Lyman-Redfearn stated the Board will meet at the JPHSA Elmwood Facility at the August 6, 2018 Board meeting.

B) Next Board meeting – The next meeting will be held on **Saturday, June 9, 2018 at 8:00 a.m., JPHSA East Jefferson Facility, 3616 S. I-10 Service Road, W., JPHSA Board Conference Room, Metairie, LA 70001.**

6. Adjournment.

The Board meeting was adjourned at 7:15 p.m. by a motion made by Ms. Carriere-Williams. Seconded by Ms. Sanders. Passed unanimously.



DEDE LYMAN-REDFEARN, JPHSA Chairperson