

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
CONFERENCE ROOM  
3300 W. ESPLANADE AVE., SUITE 213  
METAIRIE, LOUISIANA 70002

MINUTES

MONDAY, OCTOBER 3, 2011

Authority Board Members in Attendance:

|                |               |                   |
|----------------|---------------|-------------------|
| Olga Bogran    | Louise Landry | LaCresiea Olivier |
| Bob Bradley    | Al Majeau     | Nancy Pearson     |
| Phil Cerninaro | John Neal     |                   |

Authority Board Members Absent:

|                |                |
|----------------|----------------|
| Kevin Centanni | Terry Hardouin |
|----------------|----------------|

Staff in Attendance:

Mike Teague, Executive Director  
Tammy Valenti, Chief of Staff  
Marena Michel, Administrative Director  
Lisa English Rhoden, Director of Management Services  
Gay LeBlanc, Director of Programs  
Teresa Jenkinson, Administrative Director

Guest in Attendance:

Jim Tonglet, Ericksen, Krentel Auditors  
Kelly Cantwell, Audit Supervisor, Ericksen, Krentel Auditors

The meeting was called to order by Ms. Pearson at 6:01 p.m.

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

Mr. Neal made a motion to accept the agenda as presented. Ms. Landry seconded the motion. Passed unanimously.

2. Approval of Minutes.

Ms. Bogran made a motion to accept the minutes as presented. Ms. Landry Seconded by. Passed unanimously.

3. Audit Report – Mr. Tonglet began by thanking Ms. Michel and her staff stating it was a pleasure to work with them. He went on to give a brief report on the FY11 Financial Audit. Mr. Tonglet reported that JPHSA was in very sound financial condition. He then asked Ms. Cantwell to give a brief summary of audit results. A discussion followed. In closing, Mr. Tonglet stated JPHSA has a clean audit and there were no management letter issued for this audit year.

4. Required Approvals Agenda.

A) FY2011 Budget – Quarter Ending June 30, 2011: Ms. Michel reviewed quarterly budget report sent to the Board prior to the meeting. A motion was made by Ms. Landry to accepted FY2011 Budget – Quarter Ending June 30, 2011 as presented prior to the meeting. Seconded by Mr. Cerninero. Pass unanimously.

5. Board Generated Agenda.

A) Executive Director/Staff Update –

1) Mr. Teague stated the consolidation of East Bank facilities is moving forward. A discussion followed. A motion was made by Mr. Majeau to authorize the Executive Director to move forward with negotiations for lease purchase without renovations. Seconded by Ms. Landry. Passed unanimously.

Mr. Teague attended meetings as follows:

- Received MAI Appraisal - \$5,000,000.
- Received architectural report from Russell Burgdahl, Architect;
- Met with building owner twice regarding negotiations;
- Drafted lease and purchase agreement and forwarded to Parish Attorney's Office for review. Preliminary response was JPHSA could not have a lease/purchase agreement without a public bid for renovations;
- Met with Sara Massey, Communities in Schools;
- Initiated hiring of Nurse Practitioner;
- Multiple telephone calls with Gjerset regarding leveraging of parish millage. Proposed agreement forwarded to Parish Attorney's Office for review. Requested UPL from DHH to assist in negotiation with Gjerset and the not-for-profit organization;
- Attended Juvenile Judges Meeting in Baton Rouge;
- Attended Parish Budget Meeting – JPHSA will receive \$1.6 million in millage;
- Attended JPHSA Board Retreat;
- Met with Parish Council Chairman, Chris Roberts regarding millage Leverage and building update;
- Submitted an EAP proposal to WJMC – initial response was proposal being reviewed but may be too costly;
- Met with Tulane Infant Team Leadership re reduction in support services (housekeeping, H2O, laboratory) due to their inability to fund;
- Began move of Community Service Division to Barataria and will terminate lease at Ridgelake at the end of October 2011;
- Agreed to the implementation of TOMS– outcome measurement tool - in March 2012;
- Received Greater New Orleans Community Health Collaborative reimbursement rate;
- Magellan chosen as the Statewide Management Organization – have requested a meeting to discuss JPHSA's role;

- Met with Stephen Wright, DHH regarding MOU between JPHSA and DHH – waiting on finalization of Emergency Preparedness role – may request Attorney General’s Opinion;
- Attended JPACC Meeting;
- Attended Mental Health Task Force Meeting;
- Attended Child and Youth Planning Board Meeting;
- Attended monthly Human Services Interagency Council Meeting;
- Continue preparation work on COA Accreditation (Lisa will discuss), and
- Hired COO/CFO – Teresa Jenkinson.

2) Mr. Teague discussed the use of Escrow to offset FY2012 budget reductions. Ms. Michel stated these funds cannot be used for reoccurring items, only one time purchases. A discussion followed. Mr. Teague asked the Board for the authorization to use escrow to offset the FY2012 budget reductions.

A motion was made by Ms. Landry to authorize the Executive Director to utilize one million of unassigned escrow to offset FY2012 budget reductions. Seconded by Mr. Bradley. Passed unanimously.

3) Council on Accreditation Update - Ms. Rhoden reported the self study is due the week of November 14, 2011. She stated when COA is here at the end of January they will be interviewing the Board, most likely the Board Chair and Vice-Chair and may include other Board members as well. COA will focus on the Board Policies and community outreach activities (meet with community linkages, gather information, action taken, and follow-up back to community) by the Board. Ms. Rhoden suggested the Board familiarize themselves with and know where to find the JPHSA Behavioral Handbook, the Developmental Disabilities Handbook, the agencies Strategic Plan, and the Performance and Quality Improvement Plan. A discussion followed.

B) 2012 Yearly Agenda – Draft – Ms. Valenti opened discussion regarding the 2012 Yearly Agenda that was sent to the Board prior to the meeting. A discussion followed. A motion was made by Ms. Olivier to accept the 2012 Yearly Agenda as presented. Seconded by Ms. Bogran. Passed unanimously.

C) Board Linkage Update – Mr. Bradley reported he attended the Eastbank and Westbank Community Outreach JPHSA held with the faith community. Mr. Centanni attended the Eastbank community event as well.

D) Recruitment –Ms. Valenti stated there are two positions open in Addictive Disorders. Ms. Olivier said she has a prospective member and will contact them. Ms. Landry stated she would contact Ms. Perez and set-up a time to meet and discuss her interest in JPHSA and would report back to the Board at the November meeting.

E) Executive Director Search – Ms. Bogran, Ms. Landry, and Ms. Pearson will serve on the Executive Director Search Committee. This Committee will meet on Thursday, October 6, 2011.

F) December Meeting – The December meeting of the Board of Directors will be held at 3300 W. Esplanade Ave., Metairie, LA, 6 p.m.

6. Announcements.

A) Board Generated Items – None.

B) Next Board meeting –The next meeting will be held on **Monday, November 7, 2011**, at the JPHSA Office at 3300 W. Esplanade Ave., Metairie, LA 70002, **6:00 p.m.**

7. Adjournment.

The Board meeting was adjourned at 7:20 p.m. by a motion made by Mr. Maiveau. Seconded by Ms. Bogran. Passed unanimously.

  
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NANCY L. PEARSON  
JPHSA Chairperson