

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
BOARD MEETING  
EAST JEFFERSON FACILITY  
3616 S. I-10 Service Road W.  
Metairie, LA 70001

Monday, December 15, 2025

JPHSA Board Members in Attendance:

Robin Parker-Brooks	Alan Carroll	Patricia Ehrle	Alex Redfearn
Shawnta Gardener-Taylor	Darrel Renfro	Bruce Galbraith	James Guidry

JPHSA Board Members Absent:

None

Staff in Attendance:

Rosanna DiChiro Derbes, Executive Director  
Jill Estes, Deputy Director  
Terrance Prout, General Counsel  
Trudy Ingersoll, Board Liaison

Visitors in Attendance:

None

Ms. Gardener-Taylor called the meeting to order at 6:13 p.m.

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

Ms. Gardener-Taylor asked staff members and guest in attendance to introduce themselves.

Ms. Gardener-Taylor asked for a motion to adopt the agenda as presented. Ms. Redfearn made a motion to accept the agenda as presented. Mr. Carroll seconded the motion. Passed unanimously.

2. Public Comment

None.

3. Executive Session – Discussion of Budget – Mr. Galbraith made a motion to go into executive session to discuss a legal issue. Dr. Parker-Brooks seconded. (6:32 pm). The motion passed unanimously. The Board entered regular session at 6:50 pm.

4. JPHSA Board Linkages

Sgt. Guidry stated JPHSA presented at a CIT class. Ms. Gardener-Taylor attended the LCA conference. A discussion followed.

5. Required Approvals Agenda

A. Auditor's Report – Mr. Fairchild reported on the financial audit results sent to the Board prior to the meeting. He reviewed the financial statements and what components the auditors reviewed during the audit. A discussion followed. Ms. Gardener-Taylor thanked Mr. Fairchild for his report. Dr. Parker-Brooks made a motion to accept the FY25 audit report as presented prior to the meeting. Mr. Carroll seconded. Passed unanimously.

B. August Minutes – Mr. Galbraith made a motion to approve the minutes as presented prior to the meeting. Ms. Ehrle seconded the motion. Passed unanimously.

C. Nomination Committee Report – Ms. Gardener-Taylor reported the Nominating Committee selected Dr. Parker-Brooks to become chair and Sgt. Guidry to become as vice chair until June 2026. Ms. Gardener-Taylor asked the nominees if they accept the nomination. They both did. Ms. Gardener-Taylor asked for a motion to accept the nominations as presented. Ms. Ehrle made a motion to accept the nominations as presented. Mr. Carroll seconded. Passed unanimously.

D. FY 26 Agency Expense Budget – Dr. DiChiro reviewed the FY 26 Agency Expense Budget. A discussion followed. Mr. Renfro made a motion to accept the FY 26 Agency Budget as presented. Sgt. Guidry seconded. Passed unanimously.

E. Developmental Disabilities Regional Advisory Council (DDRAC) Nomination – Ms. Gardner-Taylor reported an application was sent prior to the meeting for a position on the DDRAC for the Board's review and appointment. A discussion followed. A motion was made by Dr. Parker-Brooks to appoint Ms. Porter to the DDRAC. Mr. Carroll seconded. Passed unanimously.

F. JPHSA Board By-Laws – Mr. Prout reviewed the proposed changes from the board charter to become by-laws. A discussion followed.

## 6. Board Education.

A. Executive Director Update – Dr. DiChiro Derbes reported as follows:

- Sex Trafficking Committee – Dr. DiChiro Derbes reported she is will be sitting in on the Sex Trafficking Committee tomorrow. A discussion followed.

- Homeless Receiving Center – Dr. DiChiro Derbes reported that a homeless receiving center recently opened in Jefferson Parish. Services are by referral only. Hoping to expand services in the future. A discussion followed.

B. JeffCare Board Update – Mr. Carroll reported that their financial audit has not been completed and that the state has implemented a new process of funding grants. A discussion followed.

## 7. Monitoring Executive Director Performance

A. ENDS Allocation of Resources Monitoring Report – Ms. Gardener-Taylor opened discussion on the ENDS Allocation of Resources monitoring report. Ms. Gardener-Taylor asked the Board if they assessed the interpretation of the monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Gardener-Taylor asked for a motion to accept the interpretation of the policy as reasonable. Sgt. Guidry made a motion to accept the interpretation as reasonable for the ENDS Allocation of Resources monitoring report as presented prior to the meeting. Seconded by Dr. Parker-Brooks. Passed unanimously.

Ms. Gardener-Taylor 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. Gardener-Taylor asked for a motion to accept the data provided as documentation of compliance with this policy. Mr. Galbraith made a motion to accept the data provided as documentation of compliance for the ENDS Allocation of Resources monitoring report as presented prior to the meeting. Seconded by Sgt. Guidry. Passed unanimously.

B. Asset Protection Monitoring Report – Ms. Gardener-Taylor opened discussion on the Asset Protection monitoring report. Ms. Gardener-Taylor asked the Board if they assessed the interpretation of the monitoring report to be a reasonable interpretation of the policy. The Board affirmed they did. Ms. Gardener-Taylor asked for a motion to accept the interpretation of the policy as reasonable. Ms. Redfearn made a motion to accept the interpretation as reasonable for the Asset Protection monitoring report as presented prior to the meeting. Seconded by Ms. Ehrle. Passed unanimously.

Ms. Gardener-Taylor 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. Gardener-Taylor asked for a motion to accept the data provided as documentation of compliance with this policy. Mr. Galbraith made a motion to accept the data provided as documentation of compliance for the Asset Protection monitoring report as presented prior to the meeting. Seconded by Mr. Carroll. Passed unanimously.

## 8. Monitoring Board Performance

A. Board Self-evaluation – Shawnta Gardener-Taylor volunteered to complete the Board self-evaluation.

B. Annual Review of Board Self-Evaluations – Ms. Ehrle volunteered to complete the annual report and discuss the report at the next board meeting.

C. 2026 Board Agenda – Ms. Gardener-Taylor opened discussion on the proposed 2026 Board agenda. A discussion followed. The Board agreed on the tentative retreat date. Ms. Ehrle made a motion to accept the 2026 Board Agenda as presented prior to the meeting. Seconded by Dr. Parker-Brooks. Passed unanimously.

D. Policy Review – Cost of Governance – Ms. Gardener-Taylor opened discussion on the Cost of Governance policy. There were no changes to this policy.

– Attendance – Ms. Gardener-Taylor opened discussion on the Attendance policy. There were no changes to this policy.

E. Seating of Chair and Vice-Chair – Ms. Gardener-Taylor was thanked for serving in her role as Chairperson and Dr. Parker-Brooks was thanked for serving in her role as Vice Chairperson. The new Chair and Vice-Chair will take over at the next meeting.

F. Recruitment – Ms. Gardener-Taylor opened discussion on the reappointment of Mr. Renfro. Mr. Renfro agreed to continue serving on the board. Ms. Ingersoll will send his reappointment letter to the Jefferson Parish Council to be put on the next Jefferson Parish Council meeting agenda.

Ms. Ms. Gardener-Taylor opened discussion on three potential board members. The board asked Ms. Ingersoll to invite the three candidates to the next board meeting. A discussion followed.

## 9. Announcements

A. Board Generated Items  
None.

B. Next Board meeting – The next meeting of the Board is on Monday, February 2, 2026, 6:00 p.m. at **JPHSA's West Jefferson facility, 5001 West Bank Expressway, Marrero, LA 70072.**

## 10. Adjournment

Dr. Parker-Brooks made a motion to adjourn the meeting at 7:20 p.m. Sgt. Guidry seconded the motion. Passed unanimously.

  
DR. ROBIN PARKER-BROOKS  
Board Chairperson