

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
BOARD MEETING  
WEST JEFFERSON FACILITY  
5001 West Bank Expressway  
Marrero, LA 70072

Monday, May 5, 2025

JPHSA Board Members in Attendance:

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

JPHSA Board Members Absent:

None

Staff in Attendance:

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

Visitors in Attendance:

None

Ms. Gardener-Taylor called the meeting to order at 6:17 p.m.

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

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

Ms. Gardener-Taylor informed the board of the addition of two items to the agenda and asked for a motion to adopt the agenda as revised. Dr. Parker-Brooks made a motion to accept the agenda with the two new items as presented. Ms. Ehrle seconded the motion. Passed unanimously.

2. Public Comment

None.

3. Executive Session – Discussion of Legal Issue – Mr. Galbraith made a motion to go into executive session to discuss a legal issue. Ms. Ehrle seconded. (6:23 pm). The motion passed unanimously. The Board entered regular session at 6:35 pm.

4. JPHSA Board Linkages – Ms. Gardener-Taylor reported she has someone who may be interested in joining the Board. She will reach out to the individual. A discussion followed.

5. Required Approvals Agenda

A. December Minutes – Dr. Parker-Brooks made a motion to approve the minutes as presented prior to the meeting. Mr. Carroll seconded the motion. Passed unanimously.

B. JPHSA FY 25 2<sup>nd</sup> Quarter Report (Oct-Dec) – Dr. DiChiro Derbes reviewed the FY 25 2<sup>nd</sup> quarter budget and answered questions of the Board. Ms. Ehrle made a motion to accept the FY 25 2<sup>nd</sup> quarter budget. Dr. Parker-Brooks seconded. Passed unanimously.

C. JPHSA FY 25 2<sup>nd</sup> Quarter Board Financial Report (Oct-Dec) – Dr. DiChiro Derbes reviewed the FY 25 2<sup>nd</sup> quarter board budget and answered questions of the Board. Ms. Ehrle made a motion to accept the FY 25 2<sup>nd</sup> quarter budget. Mr. Carroll seconded. Passed unanimously.

D. JPHSA FY 25 3<sup>rd</sup> Quarter Report (Jan-Mar) – Dr. DiChiro Derbes reviewed the FY 25 3<sup>rd</sup> quarter budget and answered questions of the Board. Mr. Carroll made a motion to accept the FY 25 3<sup>rd</sup> quarter budget. Ms. Redfearn seconded. Passed unanimously.

E. JPHSA FY 25 3<sup>rd</sup> Quarter Board Financial Report (Jan-Mar) – Dr. DiChiro Derbes reviewed the FY 25 3<sup>rd</sup> quarter board budget and answered questions of the Board. Dr. Parker-Brooks made a motion to accept the FY 25 3<sup>rd</sup> quarter budget. Ms. Ehrle seconded. Passed unanimously.

F. 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 Mr. Galbraith to appoint Ms. Katie Furtado to the DDRAC. Ms. Ehrle seconded. Passed unanimously.

G. New Board Policy – Ms. Gardener-Taylor reported a new policy was created in order to allow board members with special accommodations, as defined by the Americans with Disabilities Act, the opportunity to attend board meetings virtually. A discussion followed. A motion was made by Mr. Galbraith to adopt and implement the new procedure. Ms. Redfearn seconded. Passed unanimously.

## 6. Board Education.

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

- Staff Changes – Dr. DiChiro Derbes reported the Chief Financial Officer (CFO) resigned. A discussion followed.
- HB 559 – Dr. DiChiro Derbes reported that she along with other Executive Directors of the Local Governing Entities (LGE) attended the Health & Wellness Committee. A discussion followed.
- JPHSA’s General Counsel – Dr. DiChiro Derbes introduced Terrance Prout as JPHSA’s General Counsel. A discussion followed.

B. JeffCare Board Update – Mr. Carroll reported the FY 26 budget has been approved. He reported the recruitment video for JeffCare board members has been recorded and is currently playing in the East and West Jefferson waiting rooms. Mr. Carroll reported the Uniform Data System was submitted early. A discussion followed.

## 7. Monitoring Executive Director Performance

A. Treatment of Individuals Served Monitoring Report – Ms. Gardener-Taylor opened discussion on the Treatment of Individuals Served 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. Ehrle made a motion to accept the interpretation as reasonable for the Treatment of Individuals Served 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 Treatment of Individuals Served monitoring report as presented prior to the meeting. Seconded by Mr. Carroll. Passed unanimously.

B. Financial Condition & Activities Monitoring Report – Ms. Gardener-Taylor opened discussion on the Financial Condition & Activities 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 Financial Condition & Activities 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. Ms. Ehrle made a motion to accept the data provided as documentation of compliance for the Financial Condition & Activities monitoring report as presented prior to the meeting. Seconded by Dr. Parker-Brooks. Passed unanimously.

C. Consultants & Contract Work Monitoring Report – Ms. Gardener-Taylor opened discussion on the Consultants & Contract Work 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. Mr. Carroll made a motion to accept the interpretation as reasonable for the Consultants & Contract Work 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. Ms. Ehrle made a motion to accept the data provided as documentation of compliance for the Consultants & Contract Work monitoring report as presented prior to the meeting. Seconded by Dr. Parker-Brooks. Passed unanimously.

D. Treatment of Staff Monitoring Report – Ms. Gardener-Taylor opened discussion on the Treatment of Staff 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 Treatment of Staff 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. Carroll made a motion to accept the data provided as documentation of compliance for the Treatment of Staff monitoring report as presented prior to the meeting. Seconded by Dr. Parker-Brooks. Passed unanimously.

E. Annual Review of Executive Director Performance – Ms. Gardener-Taylor opened discussion on the Executive Director's performance. A discussion followed. The board approved an eight percent increase. Sgt. Guidry made a motion to approve the increase. Seconded by Mr. Carroll. Passed unanimously.

8. Monitoring Board Performance

A. Recruitment – Ms. Gardener-Taylor reported she knows someone who may be interested in joining the Board. She will reach out to the individual and provide them with an application.

B. Board Self-evaluation – Ms. Gardener-Taylor volunteered to complete the Board self-evaluation.

C. Board Self-Evaluation Annual Report – Dr. Parker-Brooks volunteered to complete the annual report and discuss the report at the next board meeting.

D. Policy Review – Monitoring Executive Director Performance – Ms. Gardener-Taylor opened discussion on the Monitoring Executive Director Performance policy. There were no changes to this policy.

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

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

E. Financial Disclosure – Ms. Gardner-Taylor reminded board members to complete their Tier 2.1 Financial Disclosure. Ms. Ingersoll asked the board to send her confirmation of their submission for her files.

9. Board Generated Items

A. None

B. Next Board meeting – The next meeting of the Board is on Monday, June 2, 2025, 6:00 p.m. at **JPHSA's Elmwood Building, 1500 River Oaks Road W., Elmwood, LA 70123.**

C. Adjournment

Ms. Ehrle made a motion to adjourn the meeting at 7:47 p.m. Mr. Renfro seconded the motion. Passed unanimously.

  
SHAWNTA GARDENER-TAYLOR  
Board Chairperson