

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
BOARD MEETING  
Zoom Meeting  
Meeting ID: 911 0872 9356  
Pin: 011946

MINUTES

Monday, May 4, 2020

JPHSA Board Members in Attendance:

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

JPHSA Board Members Absent:

James Arey      Monica Baltodano-Dubey

Staff in Attendance:

Lisa English Rhoden, Executive Director  
Rosanna DiChiro, BHCS Division Director  
Julie Shaw, JeffCare Division Director  
Liz Riehl, CPS Division Director/General Counsel  
Mirela Nicola, Finance Division Director  
Nicole Sullivan-Green, DDCS Division Director  
Tammy Valenti, CAA

Guests in Attendance:

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

Ms. Carriere-Williams called the meeting to order at 6:05 p.m.

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

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

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

2. Public Comment

None.

3. Ownership Linkage

None.

4. Board Education

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

- Strategic Plan Update: Goals and Performance Measures – Ms. Rhoden briefed the Board on the updated Strategic Plan. She stated the Plan was updated July 1, 2020. As Ms. Rhoden went through the Plan, she answered questions of the Board. A discussion followed.
- FY20 Third Quarter Service Volume Stats – Ms. Rhoden reported on the FY20 third quarter service volume statistics for JeffCare, BHCS and DDCS. She answered questions of the Board. A discussion followed.
- FY21 Legislative Appropriation – Ms. Rhoden reported on the legislature stating the legislators will begin holding Committee meetings practicing social distancing by legislators and those presenting. She reported there will be a shortage of State funds and the legislators are trying to avoid a special session. Ms. Rhoden stated Mr. Jay Dardenne, Commissioner of Administration, has asked all departments, agencies, and budget units of the State to provide a furlough plan and a layoff plan. A discussion followed.
- JPHSA: State of Service Delivery
  - No More Business As Usual – Ms. Rhoden reported she and the Division Directors and Department Directors have been in the office every day. She stated it has been very different. A discussion followed.
  - Developmental Disabilities Community Services – Nicole Sullivan-Green reported on what the service delivery looks like in her division. She stated they are providing services telephonically and eligibility determinations are being handled by having individuals sign and send back electronically. Ms. Sullivan-Green stated families did not experience any lack in services and that psychological services are ongoing. She reported staff are on site at Elmwood and some staff are working limited hours from home.
  - Behavioral Health Community Services – Rosanna DiChiro reported family sessions are provided telephonically and the bulk of services have continued. She stated the majority of staff are working from home with limited hours. Dr. DiChiro informed the Board JPHSA has had a presence at Camp Covid19 and their last night was May 3, 2020.
  - JeffCare – Julie Shaw reported the majority of staff for health care-based services have been reporting to work with telephone services activated on March 23, 2020. She stated individual and family services are being conducted by telehealth and groups are being provided by Zoom meetings. She also stated in an effort to better protect staff the health center hours were reduced to 8 a.m. – 2 p.m. Ms. Shaw reported staff continued to see individuals who are in need of behavioral health injections and those in crisis.
- HSIC Board Chairpersons' Meeting (Thursday, October 15, Baton Rouge) – Ms. Rhoden informed the Board the HSIC meeting for LGE Chairpersons' is being held on Thursday, October 15 in Baton Rouge. She asked members to put this date on their calendar. She stated there has been no change as of now, but if the meeting cannot be held in person it will be conducted through a Zoom meeting.
- Back to Work Plan – Ms. Rhoden informed the Board she has been meeting with the HR Director, Medical Director and the CPS Director/General Counsel to develop a plan to bring employees back to work. A discussion followed.

Ms. Rhoden reported there are no linkage opportunities at this time.

B. JeffCare Board Update – Ms. Ehrle gave a report on the JeffCare Board. She stated she attended the April 21, 2020 JeffCare Board meeting. Highlights from the meeting included two financial awards from HRSA related to additional resources required for COVID19. One for PPE, gowns, masks, shields and sanitization and the other for purchasing or upgrading electronic health care system, new construction, etc. She reported on the Classic City Classic fundraiser which she stated was a virtual run and raised over a thousand dollars.

In conclusion, she stated the Board will meet again on May 19, 2020 with the Finance Committee and the PQI Committee meeting in advance of the monthly meeting.

C. Govern for Impact Conference Update – June 19-20, 2020, Fort Worth, Texas – Ms. Valenti reported the conference will be a virtual conference this year. She asked the Board if any members would like to participate since it is now web-based. Ms. Valenti stated she will email the conference information to them and asked if they would respond by May 15, 2020. She reported the deadline for registration is May 25, 2020. A discussion followed.

## 5. Required Approvals Agenda

A. March Minutes – No April meeting. Ms. Ehrle made a motion to approve the minutes as presented prior to the meeting. Ms. Redfearn seconded the motion. Passed unanimously.

B. Financial Quarterly Report (Jan.-March) – Ms. Carriere-Williams asked if the Board had reviewed this report and if there were any questions. Hearing none, she asked for a motion to accept the report as presented prior to the meeting. Ms. Ehrle made a motion to approve the Financial Quarterly report as presented prior to the meeting. Ms. Gardener-Taylor seconded. Passed unanimously.

C. Board Financial Quarterly Report (Jan.-March) – Ms. Carriere-Williams asked if the Board had reviewed this report and if there were any questions. Hearing none, she asked for a motion to accept the report as presented prior to the meeting. Ms. Gardener-Taylor made a motion to approve the Board Financial Quarterly report as presented prior to the meeting. Mr. Galbraith seconded. Passed unanimously.

## 6. Monitoring Board Performance

A. Conflict of Interest Form Review – Ms. Carriere-Williams asked Ms. Riehl to go over the suggested changes to the conflict of interest form. Ms. Riehl answered questions of the Board. A discussion followed. Ms. Valenti will incorporate the changes and have the form ready for the Board to complete at the December meeting.

B. Board Self-Evaluation – Ms. Redfearn volunteered to do the Board self-evaluation.

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 stated she would get in touch with Mr. Carroll prior to the next meeting. Ms. Gardener-Taylor stated she will contact Ms. Brooks prior to the next meeting.

At this time, Ms. Valenti stated Mr. Galbraith's first term is ending this month. She stated she spoke to Mr. Galbraith and he was interested in serving another three-year term. A motion was made to

authorized the Chairperson to send a recommendation letter to the Governor asking him to re-appoint Mr. Galbraith for a second three-year term. Ms. Gardener-Taylor seconded the motion. Passed unanimously.

D. Annual Retreat Planning – Ms. Carriere-Williams opened discussion regarding the Board’s annual retreat on August 15, 2020. After discussion, Ms. Carriere-Williams asked Ms. Valenti to contact a Policy Governance consultant to inquire about a web-based training and to obtain information regarding online courses. Ms. Valenti will gather information and send to Ms. Carriere-Williams prior to the next meeting.

## 7. Monitoring CEO Performance

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

B. Financial Condition & Activities Monitoring Report – Ms. Carriere-Williams opened discussion on the Financial Condition & Activities monitoring report. A discussion followed. Ms. Carriere-Williams 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. 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 Financial Condition & Activities 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 Financial Condition & Activities policy. Ms. Redfearn made a motion to accept the data provided for the Financial Condition & Activities monitoring report as presented prior to the meeting. Seconded by Ms. Ehrle. Passed unanimously.

C. Financial Planning/Budgeting Monitoring Report - Ms. Carriere-Williams opened discussion on the Financial Planning/Budgeting monitoring report. A discussion followed. Ms. Carriere-Williams 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. 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 Planning/Budgeting 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 Planning/Budgeting policy. Ms. Gardener-Taylor made a motion to accept the data provided for the Financial Planning/Budgeting monitoring report as presented prior to the meeting. Seconded by Ms. Ehrle. Passed unanimously.

8. Announcements

A. Board Generated Items – None.

B. Next Board meeting – The next meeting of the Board is on Monday, June 1, 2020 at JPHSA's East Jefferson facility, located at 3616 S. I-10 Service Rd. W., Suite 200, Metairie, Louisiana 70001. The meeting will take place in the second floor boardroom.

9. Adjournment

Ms. Redfearn made a motion to adjourn the meeting at 6:59 p.m. Ms. Gardener-Taylor seconded the motion. Passed unanimously.



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RASHAIN CARRIERE-WILLIAMS  
Board Chairperson