

JEFFERSON PARISH HUMAN SERVICES AUTHORITY  
BOARD MEETING  
ELMWOOD FACILITY  
1500 River Oaks Road, West  
Elmwood, LA 70123

Monday, June 16, 2025

JPHSA Board Members in Attendance:

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

JPHSA Board Members Absent:

None

Staff in Attendance:

Rosanna DiChiro Derbes, Executive Director  
Jill Estes, Deputy Director  
Trudy Ingersoll, Board Liaison

Visitors in Attendance:

None

Ms. Gardener-Taylor called the meeting to order at 6:49 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 informed the board of the addition of two items to the agenda and asked for a motion to adopt the agenda as revised. Ms. Ehrle made a motion to accept the agenda as presented. Mr. Renfro seconded the motion. Passed unanimously.

2. Public Comment

None.

3. JPHSA Board Linkages – Sgt. Guidry reported that Mrs. Louisiana would be a conduit via her social media platform for JPHSA as she is a big supporter of mental health. Mr. Renfro reported he invited Dr. DiChiro Derbes to the Human Trafficking Board meeting. A discussion followed.

4. Required Approvals Agenda

A. May Minutes – Mr. Carroll made a motion to approve the minutes as presented prior to the meeting. Mr. Renfro seconded the motion. Passed unanimously.

B. Rectification of New Board Policy – Ms. Gardener-Taylor asked the board to rectify the new board policy presented at last month’s meeting. Mr. Carroll made a motion to accept the Open Meetings via Electronic Means policy. Sgt. Guidry seconded. Passed unanimously.

C. Board Resolution – Grants – Ms. Ingersoll read a Resolution granting authority to the Executive Director to enter into grants on behalf of JPHSA. Ms. Ehrle made a motion to accept the Resolution as

presented authorizing the Executive Director, Rosanna DiChiro Derbes, to enter into grants on behalf of JPHSA. Mr. Carroll seconded. Passed unanimously.

D. Board Resolution – Contracts – Ms. Ingersoll read a Resolution granting authority to the Executive Director to enter into contracts. Ms. Redfearn made a motion to accept the Resolution as presented authorizing the Executive Director, Rosanna DiChiro Derbes, to enter into contracts on behalf of JPHSA. Sgt. Guidry seconded. Passed unanimously.

## 5. Board Education.

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

- Staff Changes – Dr. DiChiro Derbes reported the hiring of a new Chief Financial Officer (CFO). A discussion followed.
- Parish Counsel – Dr. DiChiro Derbes reported District 1 has a new council member. A discussion followed.
- Legislative Session – Dr. DiChiro Derbes reported the Legislative Session is over. She reported that we do not have a budget yet.
- Emergency Management – Dr. DiChiro Derbes reported that JPHSA, the Parish, Parks and Recreation and the Jefferson Parish Sheriff's Office participated in a parish-wide evacuation exercise. The shelter exercise is scheduled for July. A discussion followed.

B. JeffCare Board Update – Mr. Carroll reported an update to JeffCare's investment options. A discussion followed.

## 6. Monitoring Executive Director Performance

A. Communication and Support Monitoring Report – Ms. Gardener-Taylor opened discussion on the Communication and Support 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 Communication and Support 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. Sgt. Guidry made a motion to accept the data provided as documentation of compliance for the Communication and Support monitoring report as presented prior to the meeting. Seconded by Ms. Redfearn. Passed unanimously.

B. Executive Director Emergency Succession Monitoring Report – Ms. Gardener-Taylor opened discussion on the Executive Director Emergency Succession 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 Executive Director Emergency Succession 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 Executive Director Emergency Succession monitoring report as presented prior to the meeting. Seconded by Mr. Carroll. Passed unanimously.

## 7. Monitoring Board Performance

A. Recruitment – Ms. Gardener-Taylor reported she would reach out to the individual that was interested in joining the board.

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

C. Board Self-Evaluation Annual Report – Dr. Parker-Brooks reported the board did very well last year with establishing linkages. She reminded the board to continue to seeking linkages.

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

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

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

E. Annual Ethics Training – Ms. Gardener-Taylor reminded the board to take their Ethics training and asked them to forward copies of their certificates to Ms. Ingersoll.

F. Annual Sexual Harassment Training – Ms. Gardener-Taylor reminded the board to take their Sexual Harassment training and asked them to forward copies of their certificates to Ms. Ingersoll.

G. Annual Retreat Planning – Ms. Gardener-Taylor reminded the board about the annual retreat in August. A discussion followed.

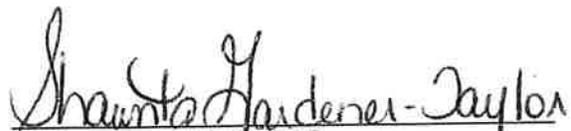
## 8. Board Generated Items

A. None

B. Next Board meeting – The next meeting of the Board is on Saturday, August 2, 2025, 8:00 a.m. at **JPHSA’s East Jefferson Building, 3616 S. I-10 Service Road W., Metairie, LA 70001.**

C. Adjournment

Ms. Ehrle made a motion to adjourn the meeting at 7:15 p.m. Sgt. Guidry seconded the motion. Passed unanimously.

  
SHAWNTA GARDENER-TAYLOR  
Board Chairperson