

JEFFERSON PARISH HUMAN SERVICES AUTHORITY
CONFERENCE ROOM
5001 Westbank Expressway
Marrero, Louisiana 70072

MINUTES

MONDAY, August 3, 2015

Authority Board Members in Attendance:

Bob Bradley	Dede Lyman-Redfearn	Logan Williamson
Rashain Carriere-Williams	Mike Spinato	
Rose Gilbert	Rafael Saddy	

Authority Board Members Absent:

Monica Baltodano-Dubey Quin Bates Paula LaCour

Staff in Attendance:

Lisa English Rhoden, Executive Director
Tammy Valenti, CAA
Nicole Sullivan-Green, DDCCS Director
Beverly Devall, COO/CFO
Liz Steinbeiser, Attorney

Guest in Attendance:

Lee McKee, Prospective Board Member
Edwina Jones, Prospective Board Member

The meeting was called to order by Mr. Williamson at 6:07 p.m.

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

After introduction of visitors, Mr. Williamson asked Dr. Jones, a prospective Board member, to address the Board regarding her background and interest in JPHSA.

A motion was made by Mr. Saddy to accept the agenda as presented. Seconded by Mrs. Gilbert. Passed unanimously.

2. Public Comment.

None.

3. Approval of Minutes.

Ms. Lyman-Redfearn made a motion to accept the minutes as presented prior to the meeting. Seconded by Ms. Carriere-Williams. Passed unanimously.

4. Required Agenda Approvals.

A) Consultants & Contract Workers Report – Mr. Williamson asked if Board members had a chance to review the Consultants & Contract Workers monitoring report provided prior to the meeting and if they had any comments or questions. Hearing none, Mr. Williamson asked for a motion to approve the monitoring report. A motion was made by Mrs. Gilbert to accept the Consultants & Contract Workers monitoring report as presented prior to the meeting. Seconded by Mr. Bradley. Passed unanimously.

B) ENDS Focus of Grants/Contracts Report – Mr. Williamson asked if Board members had a chance to review the ENDS Focus of Grants/Contracts monitoring report provided prior to the meeting and if they had any comments or questions. Hearing none, Mr. Williamson asked for a motion to approve the monitoring report. A motion was made by Mrs. Gilbert to accept the ENDS Focus of Grants/Contracts monitoring report as presented prior to the meeting. Seconded by Mr. Bradley. Passed unanimously.

C) Financial Quarterly Report (April – June) – Mr. Williamson asked if Board members had a chance to review the Financial Quarterly Report (April – June) provided prior to the meeting and if they had any comments or questions. Ms. Devall reviewed the Financial Quarterly Report for the Board. A discussion followed. Mr. Williamson asked for a motion to approve the financial report. A motion was made by Ms. Carriere-Williams to accept the Financial Quarterly Report (April – June) as presented prior to the meeting. Seconded by Mrs. Gilbert. Passed unanimously.

D) FY 16 Budget – Mr. Williamson asked if Board members had a chance to review the FY16 Budget provided prior to the meeting and if they had any comments or questions. Ms. Devall reviewed the FY16 Budget for the Board. A discussion followed. Mr. Williamson asked for a motion to approve the Budget. A motion was made by Mr. Spinato to accept the FY16 Budget as presented prior to the meeting. Seconded by Ms. Lyman-Redfearn. Passed unanimously.

5. Board Generated Agenda.

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

- West Jefferson Facility Renovation (brief tour) – Ms. Rhoden gave a brief tour of the West Jefferson Facility's most recent renovations. She stated renovations have been taken place in phases; the physician's suite is still underway and the children's waiting room and records room have recently been completed.

- Electronic Visit Verification (EVV) – Ms. Rhoden asked Ms. Sullivan-Green to report to the Board on Electronic Visit Verification. Ms. Sullivan-Green gave a brief background stating the Office of Aging & Adult Services (OAAS) and Office of Developmental Disabilities (OCDD) will be implementing the EVV to manage providers in the home and community by requiring them to call in using the service recipient's cell phone or home phone when they arrive

for their appointment. This way DHH and Medicaid know the service provider is at the service location. A discussion followed.

- DD Service Recipient Death – Ms. Rhoden stated Ms. Sullivan-Green and Ms. Steinbeiser will briefly report on the circumstances around the death of one of our service recipients. A discussion followed.

- RFP for Janitorial Services – Ms. Rhoden reported to the Board that JPHSA has contracted with Tidy Services for janitorial services for both facilities. She stated they will start in two weeks.

- Performance Adjustments – Ms. Rhoden informed the Board that JPHSA will be giving a three percent performance adjustment to those employees with a satisfactory and above performance evaluation rating effective October 1, 2015. A discussion followed.

B) Policy Review – Board Members Code of Conduct Policy – Mr. Williamson opened discussion regarding the Board Members Code of Conduct Policy. There were no changes to this policy.

Board Committee Principles Policy – Mr. Williamson opened discussion regarding the Board Committee Principles Policy. There were no changes to this policy.

C) Board Retreat – Mr. Williamson stated he had a conference call with Dr. Tremaine to discuss agenda items for the retreat. Mr. Williamson suggested the ENDS policy, Community Linkages, and Board Performance as items that would be beneficial for the Board to cover at the retreat. A discussion followed. The Board agreed with the suggestions.

Mr. Williamson asked if the Board wanted to hold the November Board meeting prior to the retreat. The Board stated they would like to have the meeting prior to the retreat and that the meeting will start at 8:30 a.m.

D) JeffCare Update – Ms. Rhoden reported Ms. Shaw is working with a Consultant to put together an application for the Service Area Competition for our Jeff Care program. Ms. Rhoden stated JPHSA has received many letters of support from elected officials at the local and state level, community partners, and other providers in the area.

E) Board Linkage Update – None. Mr. Williamson asked the Board to make an effort to link with the Community. He stated this is an important part of the governance model they govern under. A discussion followed.

F) Board Recruitment – Ms. Valenti reported Ms. McKee's recommendation was sent to the Governor's Office and have not heard from them to date. She stated two new applications and resumes were sent out prior to the meeting for the Board's review.

G) Letter of Support – JeffCare, the FQHC program of JPHSA's first Service Area Competition – A motion was made by Ms. Lyman-Redfearn to authorize Mr. Williamson, Board

Chair, to sign a Letter of Support for JPHSA's JeffCare program for a Service Area Competition application. Seconded by Mrs. Gilbert. Passed unanimously.

H) Board Resolution – Louisiana Compliance Questionnaire – Mr. Williamson read the Resolution for the Board. A discussion followed. A motion was made by Ms. Rashain Carriere-Williams to authorize Mr. Williamson to sign the Board Resolution to adopt the Louisiana Compliance Questionnaire that was completed by JPHSA staff for the financial audit for the Fiscal Year Ending June 30, 2015 on behalf of the Board. Seconded by Mr. Saddy.

I) Nominating Committee – Mr. Williamson asked for volunteers to serve on the Nominating Committee. Mr. Williamson stated the Nominating Committee should meet prior to the September 14th meeting and bring recommendations for the offices of Chairperson and Vice-Chairperson to that meeting. A vote will take place and the individuals will begin their term at the October meeting, Mr. Williamson said. Ms. Rashain Carriere-Williams, Mr. Spinato, and Mr. Bradley stated they would serve on the Committee.

6. Announcements.

A) Board Generated Items – None.

B) Next Board meeting – The next meeting will be held on Monday, **September 14, 2015**, (Second Monday) 6 p.m., JPHSA East Bank Facility, 3616 S. I-10 S. Road, W., JPHSA Board Conf. Room, Metairie, LA 70002.

7. Adjournment.

The Board meeting was adjourned at 7:53 p.m. by a motion made by Mrs. Gilbert. Seconded by Mr. Bradley. Passed unanimously.



LOGAN K. WILLIAMSON
JPHSA Chairperson