

**Jefferson Parish Human Services Authority
JeffCare Board of Directors
Meeting Agenda and Minutes**

June 18, 2024 at 6:00 p.m.
JeffCare Community Health Center
5001 West Bank Expressway, Marrero, LA 70072

Present: Jermaine Baptiste (arrived 6:20 p.m.), Alan Carroll, Patty Militello, Dede Redfearn, Bill Renaudin, Dana Tozel

Staff Present: Christy Dempster, CFO, JPHSA; Susan Landry, Executive Assistant, JeffCare; Javonna Mercadel, Controller, JPHSA (left the meeting at 6:17 p.m.); Dan Mui, CPS Division Director/General Counselor, JPHSA (left the meeting at 6:55 p.m.)

Excused:

Absent: Jean Isaac, Toni Kawash, Patricia Martinez

Guests:

Recorder: Susan Landry

7-16-2024
Jean M. Kawash, Secretary

Agenda Item	Action Recommended/Outcome	Response Date	Accountable Party
Follow-up from Last Meeting, if applicable	None.		
New Items			
Agenda Item	Action Recommended/Outcome	Response Date	Accountable Party
1. Call to Order, Attendance, Introduction of Visitors and Staff, and Adoption of Agenda	<u>Mr. Renaudin</u> called the meeting to order at <u>6:00</u> p.m. Mr. Renaudin asked for a motion to adopt the agenda.		<u>Ms. Redfearn</u> motioned to adopt the agenda. <u>Ms. Militello</u> seconded. Passed with <u>5</u> votes.
2. Public Comment	None		

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3. Board Education	<p>A. Division Director Update</p> <p>1. Finance Report</p> <p>Ms. Mercadel reviewed the Consolidated Revenue and Expense Analysis for the ten months ending April 30, 2024. Percent of Spend for all categories is where it should be. HRSA grant is doing well. Mr. Renaudin read the Resolution to move one million dollars from the JeffCare Operating Account to the JeffCare Investment Account.</p> <p>B. Quality Improvement Assessment</p> <p>1. HRSA Compliance Resolution Opportunity (CRO) Update</p> <p>Ms. Redfearn asked what was being done to fill the vacancy of the JeffCare Division Director. Ms. Dempster noted only one week had passed since the resignation. First priority was to make sure staff were doing well and put a plan in place to keep JeffCare operating smoothly. She noted they are looking at what type of individual would be a great fit and how to fill the role in today's market. Mr. Renaudin asked if the position could be filled with a non-Civil Service individual. Mr. Mui said he thinks because the position falls under the Executive Director, it needs to be filled by a Civil Servant but he will research that.</p> <p>As part of the CRO, HRSA requested a summary for all examples JeffCare presented as part of the condition. The</p>		

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	<p>summaries were uploaded over the weekend and we are in the final phase.</p> <p>2. Open Meetings Law Mr. Mui explained Open Meetings Law is a set of laws designed to ensure decisions made by the government are made in an open forum. The law applies to all public bodies. He reviewed meeting requirements, what is a quorum, public comment/participation, executive session, electronic participation, and violations of the law.</p> <p>C. Board Review 1. JeffCare Board Meeting Dates FY 2024-2025 Ms. Landry reviewed the meeting dates for the next fiscal year that begins July 1, 2024. She noted Thanksgiving, Christmas, and Mardi Gras do not interfere with Board meeting dates. There were no questions or comments.</p> <p>2. PQI Calendar FY 2024-2025 Ms. Landry gave the members a calendar of PQI topics for the next fiscal year. There were no questions or comments.</p> <p>3. JeffCare Board of Director Goals FY 2024-2025 Ms. Landry gave the members a typed copy of the goals they agreed on at the May meeting.</p>		

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4. Required Approvals Agenda	<p>A. Approval of June 2024 Consent Agenda Items</p> <ol style="list-style-type: none"> 1. May Board Meeting Minutes 2. Resolution – Transferring Funds 3. JPHSA and/or JeffCare – Policies/Plans/Procedures – None <p>Mr. Renaudin asked for a motion to approve the consent agenda items.</p> <p>B. Development of JeffCare Board of Directors’ Strategic Plan FY 2024-2025</p> <p>This item was deferred to July.</p>		<p><u>Mr. Baptiste</u> motioned to approve the consent agenda items. <u>Ms. Militello</u> seconded. Passed with <u>6</u> votes.</p>
5. Monitoring Division Director Performance	<p>A. Monitoring Report</p> <ol style="list-style-type: none"> 1. E.L. 2.4 Financial Conditions and Activities <p>This report was updated to include data as evidence. No questions or comments. Mr. Renaudin asked for a motion that the interpretation is reasonable.</p> <p>Mr. Renaudin asked for a motion that the data shows compliance</p> <ol style="list-style-type: none"> 2. E.L. 2.9 Ends Focus of Grants and Contracts <p>There were no questions or concerns. Mr. Renaudin asked for a motion that the interpretation is reasonable.</p> <p>Mr. Renaudin asked for a motion that the data shows compliance.</p>		<p><u>E.L. 2.4 – Ms. Tozel</u> motioned the interpretation is reasonable. <u>Mr. Carroll</u> seconded. Passed with <u>6</u> votes.</p> <p><u>E.L. 2.4 – Mr. Carroll</u> motioned the data shows compliance. <u>Ms. Tozel</u> seconded. Passed with <u>6</u> votes.</p> <p>E.L. 2.9 – <u>Ms. Militello</u> motioned the interpretation is reasonable. <u>Mr.</u></p>

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	<p>3. HRSA Chapter 18: Program Monitoring and Data Reporting Systems</p> <p>There were no questions or concerns. Mr. Renaudin asked for a motion that the data supports compliance.</p>		<p><u>Baptiste</u> seconded. Passed with <u>6</u> votes.</p> <p><u>E.L. 2.9 – Ms. Tozel</u> motioned the data shows compliance. <u>Mr. Carroll</u> seconded. Passed with <u>6</u> votes.</p> <p><u>Chapter 18 – Ms. Redfearn</u> motioned the data supports compliance. <u>Ms. Militello</u> seconded. Passed with <u>6</u> votes.</p>
<p>6. Monitoring Board Performance</p>	<p>A. Policy Review</p> <p>1. G.P. 3.5 Board Secretary's Role</p> <p>Mr. Renaudin asked this be marked as reviewed.</p> <p>B. Recruitment</p> <p>The Board needs more individuals served as members.</p> <p>C. Board Member Attendance</p> <p>Reviewed.</p> <p>D. Board Self-Evaluation</p> <p>Ms. Kawash was not here and Ms. Landry did not have a copy of the questions to read.</p>		

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7. Announcements	<p>A. Board Generated Items None.</p> <p>B. Next Board Meeting: Tuesday, July 16, 2024 at 6:00 p.m. JeffCare Community Health Center 3616 S. I-10 Service Road W., Metairie, LA 70001</p>		
8. Adjournment	Mr. Renaudin asked for a motion to adjourn.		<p><u>Ms. Tozel</u> motioned to adjourn. <u>Mr. Carroll</u> seconded. Passed with <u>6</u> votes and the meeting ended at <u>7:13 p.m.</u></p>