

**Minutes of Jefferson Parish Ethics and Compliance Commission
Wednesday, August 15, 2018
2nd Floor Council Chambers
Joseph S. Yenni Building
1221 Elmwood Park Boulevard
Jefferson, LA 70123**

Commission Members Present:

Warren R. Bourgeois, III
Howard Maestri
Carroll W. Suggs

Commission Members Absent:

Dolores Hall

Call Commission Meeting to order

Meeting called to order by Chairman Suggs at 5:00 P.M. Roll call. Quorum is constituted.

Review and Approval of Minutes

MOTION by Commissioner Bourgeois to approve the minutes of the July 18, 2018 meeting.
MOTION SECONDED by Commissioner Maestri. The motion was voted upon and **PASSED** without opposition or abstention.

Public Hearing

None

Introduction of Quality Assurance Review Board

Chair Suggs introduces Jim Letten as the Ethics and Compliance Commission selection for the Quality Assurance Review Board. She also introduces Duke McConnell as the Parish's selection for the review board. Jerry Sullivan and Commissioner Maestri address questions from Mr. McConnell regarding the process and product of the Quality Assurance Review Board. IG McClintock details the reporting process of the JPOIG.

Report of Inspector General

1. Audits

IG McClintock reports that there is one draft report out. Responses are due on August 7, 2018. He received request for an extension until August 14, 2018. He reports there are three audits in progress, New Era, Overtime and Bus Bench.

2. Staffing

IG McClintock reports the Millage Advisory Committee will be presenting its findings in December.

3. Audit Plan

IG McClintock states Deputy Auditor Susan Andrews submitted the 2019 Annual Audit plan for his review and will be published pursuant to the ordinance no later than September 1, 2018.

4. Office Lease

IG McClintock discusses solicitations for new office space and the details of the new office buildout specifications and time line.

5. Budget

IG McClintock reviews the history of the JPOIG/ECC fund balance, the corresponding Charter and ordinance provisions, and the projected 2019 budget. He explains specific line items.

Resolutions

Resolution No. 34 - A resolution regarding the dedicated service of Commissioner Paul LaRosa. **MOTION** by Commissioner Maestri to approve. **MOTION SECONDED** by Commissioner Bourgeois. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

Resolution No. 35 - A resolution acknowledging receipt and approval of the budget prepared by the Jefferson Parish Office of Inspector General for the allocation and sharing of the special tax levied for the operations of Office of Inspector General and Ethics and Compliance Commission. **MOTION** by Commissioner Maestri to approve. **MOTION SECONDED** by Commissioner Bourgeois. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

Resolution No. 36 - A resolution acknowledging receipt and approval of proposal by the Jefferson Parish Inspector General to obtain shared office space for the operations of Office of Inspector General and Ethics and Compliance Commission. **MOTION** by Commissioner Bourgeois to approve. **MOTION SECONDED** by Commissioner Maestri. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

Next Meeting Date

The next regular meeting is September 25, 2018.

Adjournment

MOTION by Commissioner Bourgeois to adjourn. **MOTION SECONDED** by Commissioner Maestri. The motion was voted upon and **PASSED** without opposition or abstention.

MEETING ADJOURNED