

Minutes of Jefferson Parish Ethics and Compliance Commission

Wednesday, August 24, 2022

Council Chambers

Joseph S. Yenni Building

1221 Elmwood Park Boulevard

Jefferson, LA 70123

Commission Members Present:

Howard Maestri

Warren Bourgeois, III

Dolores Hall

Cherie Kay LaRocca

Laura Donnaway

Commission Members Absent:

None

Call Commission Meeting to order

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

Review and Approval of Minutes

MOTION by Commissioner Hall to approve the minutes of the July 20, 2022 meeting.

MOTION SECONDED by Commissioner LaRocca. The motion was voted upon and **PASSED** without opposition and abstention.

MOTION by Commissioner Donnaway to amend the agenda to discuss the 2023 JPOIG/JPECC shared budget before the Inspector General Report. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** without opposition and abstention.

Public Hearing

Vincent LaRocca, Jefferson Parish Budget Director, addresses the Commissioners regarding the Jefferson Parish budget process.

Inspector General Report

1. Budget

Inspector General Kim Raines Chatelain discusses the proposed 2023 JPOIG/ECC shared budget process.

Resolution no. 52 to approve the 2023 JPOIG/JPECC shared budget for the allocation of the special tax levied for the operations of the Office of Inspector General and the Ethics & Compliance Commission. **MOTION** by Commissioner Bourgeois to approve. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** without opposition and abstention.

2. Training

IG Chatelain states Deputy Inspector General of Investigations attended the Association of Inspectors General Institute in August 2022 and received his certification of Inspector General Evaluator. She also states Deputy Inspector General of Audit, Erica Smith attended the Association of Inspectors General Institute as an instructor.

3. Compliance

IG Chatelain reports the Microsoft 365 active email migration is complete. Archived emails have not been migrated yet. The service provider is still working on moving archived emails. She states Microsoft 365 data migration to cloud servers is underway.

4. Procurement

IG Chatelain reports the JPOIG has been assigned a project manager for the implementation of updated ATT phone equipment and cloud based service. She states the Column Case Management System has not been maintained in seven years and requires updating. Column provided an initial quote of \$85,000. This will require a budget adjustment from the fund balance. Once updated, the Column Case Management system will be uploaded and maintained in the cloud. IG Chatelain and Deputy IG Erica Smith reports the Audit department needs a system in place to index Audit work papers. Software that supports work paper indexing will cost approximately \$4000.00.

5. Recruitment and retention

Letters were sent to applicants acknowledging receipt of their application and the status of the position. One staff evaluation was due since the last ECC meeting and was completed timely.

6. Ordinance

The Jefferson Parish Council Ordinance to allow JPOIG access to AS 400 was deferred. The Administration has raised concerns and IG Chatelain will continue to work with the Council and Administration to address their concerns.

7. Social Media

IG Chatelain reports the JPOIG continues report to the public via various social media outlets. She states the JPOIG continues to gain followers on social media.

8. Reports

IG Chatelain states she is not presenting any reports this month. She states both Deputy Inspectors General Adolph and Smith are working to reorganize their departments as well as maintaining active investigations and audits and will be presenting reports in the future. Chairman Maestri asks why deficiencies were not discovered by Peer Review. IG Chatelain states the previous IG declined the Peer Review management letter that would have outlined the deficiencies. IG Chatelain and Erica Smith explain the Peer Review process to the Commissioners and Jerry Sullivan. Jerry Sullivan offers to meet with IG Chatelain to draft changes to the language of the Memorandum of Understanding covering rules of Peer Review. IG Chatelain states there will be a powerpoint presentation on the JPOIG work plan at the next ECC meeting.

New Business

Jerry Sullivan states this is the last meeting of Commissioner Laura Donnaway. He states the Council has appointed Father Sidney Speaks as her replacement. Mr. Sullivan and Chairman Maestri will meet with Father Speaks before the next ECC meeting.

MOTION by Commissioner Bourgeois to recognize Commissioner Laura Donnaway's service on the Ethics and Compliance Commission. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

Next Meeting Date

The next regular meeting is Wednesday, August 24, 2022. Commissioner Hall states she will be absent from the next meeting.

Adjournment

MOTION by Commissioner Hall to adjourn. **MOTION SECONDED** by Commissioner Donnaway. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

MEETING ADJOURNED