

Minutes of Jefferson Parish Ethics and Compliance Commission
Wednesday, July 18, 2018
2nd Floor Council Chambers
Joseph S. Yenni Building
1221 Elmwood Park Boulevard
Jefferson, LA 70123

Commission Members Present:

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

Commission Members Absent:

None

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 June 20, 2018 meeting.
MOTION SECONDED by Commissioner Maestri. The motion was voted upon and **PASSED** without opposition or abstention.

Public Hearing

None

Report of Inspector General

1. Millage Advisory Committee

IG McClintock reports no further information on the Millage Advisory Committee. He outlines the history of the Millage Advisory Committee for the benefit of the new Commission members.

2. Staffing

IG McClintock introduces newest staff auditor, Greg Lampard.

3. Reports

IG McClintock states there is an investigation report out in draft form with responses due by August 7, 2018 and reports that he is in talks to schedule a corrective action plan meeting with the Administration regarding this draft report. The IG states that there are three audit reports in progress. The vendor audit covers high yield vendors and is 75% complete. The New Era security audit, which covers the manner in which Jefferson Parish administers the security contract, is 60% complete. The overtime audit is an annual audit, and it is in its third year. It covers exempt employee overtime and is 95% complete. He reports that Susan Andrews has been meeting with senior Parish staff in preparation of the Annual Audit Plan, which is due August 31, 2018.

4. Meetings

IG McClintock reports the JPOIG office conducted internal training on the IDEA analysis Software. On June 27, 2018, Kim Chatelain and IG McClintock attended the Parish Council meeting. JPOIG staff conducted semi-monthly Parish orientations. IG McClintock met with Commissioner Bourgeois to review the mid-year budget numbers. JPOIG staff attended administrative meeting for JPFA. Kim Chatelain and IG McClintock review history of JPFA audit for the benefit of the new Commissioners. They provide the latest update on JPFA changes implemented due to JPOIG audit findings and recommendations.

5. Office Lease

IG McClintock discusses the possible renewal of office space lease and RFP for new office space lease.

6. BP Funds

Agent Paul Lumpkin reports there have been no new expenditures since the last ECC meeting. Agent Lumpkin and IG McClintock also outline history of BP tracking for benefit of new Commission members.

New Business

1. Quality Assurance Review Committee

Chairwoman Suggs reports she has communicated with Cynthia Lee-Sheng regarding the appointment of the Council's choice for the Quality Assurance Review Committee. She also reports that the ECC is working on a five year report for the Parish.

2. Election of Vice-Chairman

MOTION by Commissioner Maestri to elect Commissioner Bourgeois as Vice-Chairman of the Ethics and Compliance Committee. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** without opposition or abstention.

3. Agenda Amendment

MOTION by Commissioner Maestri to amend July 18, 2018 agenda to add Election of Finance Committee member. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

4. Election of Finance Committee Member

MOTION by Commissioner Bourgeois to elect Commissioner Maestri to the ECC Finance Committee. **MOTION SECONDED** by Commissioner Suggs. The motion was voted upon and **PASSED** without opposition or abstention.

Next Meeting Date

The next regular meeting is August 15, 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