

**Minutes of Jefferson Parish Ethics and Compliance Commission**  
**Wednesday, July 17, 2024**  
**Council Chambers**  
**Joseph S. Yenni Building**  
**1221 Elmwood Park Boulevard**  
**Jefferson, LA 70123**

**Commission Members Present:**

Cherie Kay LaRocca  
Chris Clement  
Monica Pierre  
Frank Young

**Commission Members Absent:**

None

**Call Commission Meeting to order**

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

**Amend Agenda to elect ECC Chairman and Vice-Chairman**

**MOTION** by Commissioner LaRocca to amend the agenda to provide for the election of an ECC Chairman and Vice-Chairman. **MOTION SECONDED** by Commissioner Pierre. The motion was voted upon and **PASSED** without opposition and abstention.

**MOTION** by Commissioner Clement to elect Commissioner Cherie Kay LaRocca as Chair and Commissioner Chris Clement as Vice-Chair of the Ethics & Compliance Commission. **MOTION SECONDED** by Commissioner Young. The motion was voted upon and **PASSED** without opposition and abstention.

**Review and Approval of Minutes**

**MOTION** by Commissioner LaRocca to approve the minutes of the May 15, 2024 meeting. **MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** without opposition and abstention.

**Public Hearing**

None

## **New Commissioner Welcome**

Chairman LaRocca welcomes two new Commissioners to the Jefferson Parish Ethics & Compliance Commission, Monica Pierre and Frank Young.

## **Inspector General Report**

### **1. Orientation**

IG Kim Chatelain presents a history of the JPOIG/JPECC for the benefit of the new Commissioners.

### **2. Budget**

IG Chatelain presents the 2<sup>nd</sup> quarter budget to actual figures. She presents the proposed 2025 shared JPOIG/JPECC budget for approval and adoption.

### **3. Compliance**

#### **A. Risk Assessment**

IG Chatelain presents the 2025 Risk Assessment outlining the criteria, the schedule of projects and the procedures used for implementation.

#### **B. Peer Review**

IG Chatelain reminds the Commissioners that 2024 is the triennial year of Association of Inspectors General peer review. It is scheduled for September 2024. Deputy Inspector General Erica Smith gives the Commissioners an overview of the peer review process.

#### **C. Staff Evaluations**

IG Chatelain states she has completed annual staff reviews of Greg Lampard, Erica Smith and Gina Dabdoub timely.

#### **D. Website**

IG Chatelain states she is investigating the process of changing over from JPOIG.net to JPOIG.gov to line up with the Jefferson Parish switch over which happened in July 2024.

#### **E. Professional Development**

IG Chatelain states she and Deputy Inspector General Jeff Adolph attended the Association of Fraud Examiners Conference for continuing education.

#### 4. Reports

IG Chatelain reports the findings tracker was updated as of June 30, 2024. She states the Eastbank Consolidated Fire Payroll & Sick leave audit has experienced delays due to the Parish Attorney's office withholding documents pertinent to the audit. IG Chatelain reports an evaluation of the volunteer fire company's and the Eastbank Consolidated Fire Company drug policy and testing has been released in draft. She states an ongoing evaluation of Personnel testing and hiring procedures has been delayed due to the Personnel department withholding documents pertinent to the evaluation. IG Chatelain states an evaluation of the West Jefferson Hospital lease contract compliance is underway.

**Resolution** – To approve the 2025 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 Clement to approve. **MOTION SECONDED** by Commissioner Young. The motion was voted upon and **PASSED** without opposition and abstention.

Jerry Sullivan reports on the State of Louisiana open meeting voting procedures and how it relates to the Jefferson Parish Council meeting voting procedures. He reminds the Commissioners that the Ethics & Compliance Commission sent an advisory opinion letter regarding voice voting procedures to the Parish Council and Administration in January 2024.

**MOTION** by Commissioner Young to change the September 2024 meeting to September 25, 2024. **MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** without opposition and abstention.

#### New Business

None

#### Next Meeting Date

The next regular meeting is scheduled for Wednesday, September 25, 2024.

#### Adjournment

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

**MEETING ADJOURNED**

**at 6:47 pm**

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