

**Minutes of Jefferson Parish Ethics and Compliance Commission**  
**Wednesday, June 15, 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

**Commission Members Absent:**

Laura Donnaway

**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 May 18, 2022 meeting.

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

**Public Hearing**

Victoria Wood Landrieu

**Inspector General Report**

**1. Budget**

Inspector General Kim Raines Chatelain states the budget update will be reported on at the July 20, 2022 meeting after the close of the second quarter.

**2. Compliance**

IG Chatelain reports the Quality Assurance Review committee met in open meeting on June 3, 2022 and presented the results of their quality assurance review. She states a copy of the report and her response has been posted on the internet.

### **3. Procurement**

Inspector General Chatelain reports the Microsoft 365 email migration for the JPOIG has begun and should be completed by mid-July. She states the JPECC email remains with the current provider, Skyway and archives remain with Greenview Data. Jerry Sullivan states his concern for the security of the current ECC email and would like to explore 2-step email verification in the future.

### **4. Recruitment and retention**

IG Chatelain explains the JPOIG pay plan as it was originally set up. She reports she has revised, in draft, the original pay plan to create promotional and longevity incentives.

IG Chatelain explains the three open positions currently being advertised are Deputy Inspector General (Audit), Deputy Inspector General (Legal) and Special Agent/Evaluator. She states of the three open positions, Ms. Erica Smith has accepted the position of Deputy Inspector General (Audit). IG Chatelain introduces Ms. Smith to the Commissioners.

### **5. Social Media**

IG Chatelain reports the JPOIG continues to expand its social media presence with the continued assistance of Special Agent Britney Majure.

### **6. Reports**

Auditor Malon Thompson presents the Jefferson Parish Leased Properties Follow-Up Audit, JPOIG #2013-0013.

#### **New Business**

Jerry Sullivan states the Parish Administration requested candidates for Commissioner Laura Donnaway's replacement from Xavier University. Xavier University has provided a list of candidates and the Parish administration is in the process of vetting those candidates.

#### **Next Meeting Date**

The next regular meeting is Wednesday, July 20, 2022.

#### **Adjournment**

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

**MEETING ADJOURNED**