

**Minutes of Jefferson Parish Ethics and Compliance Commission**  
**Wednesday, March 27, 2024**  
**Council Chambers**  
**Joseph S. Yenni Building**  
**1221 Elmwood Park Boulevard**  
**Jefferson, LA 70123**

**Commission Members Present:**

Warren Bourgeois, III  
Cherie Kay LaRocca  
Chris Clement

**Commission Members Absent:**

Howard Maestri

**Call Commission Meeting to order**

Meeting called to order by Commissioner Bourgeois at 5:15 P.M. Roll call. Quorum is constituted.

**Review and Approval of Minutes**

**MOTION** by Commissioner LaRocca to approve the minutes of the January 17, 2024 meeting.  
**MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** without opposition and abstention.

**Public Hearing**

None

**Inspector General Report**

**1. Budget**

IG Kim Chatelain reminds the Commissioners that she will present the JPOIG / JPECC 2024 first quarter budget to actual figures at the May 2024 ECC meeting.

## **2. Compliance**

IG Chatelain presents the 2023 Annual report. She states the triennial peer review will take place in September 2024. She describes how the risk assessment process aids in choosing which areas or entities will be the subject of audits and evaluations.

## **3. Ordinance**

IG Chatelain updates the Commissioners on the status of proposed amendments to the Inspector General Ordinance. She states she and Jerry Sullivan have had numerous meetings with all Council district representatives regarding the proposed amendments. She is seeking the Council's consideration of these proposed amendments at the April 17, 2024 Parish Council meeting.

## **4. Recruitment**

Inspector General Kim Chatelain introduces the newest JPOIG Auditor, Hailey Lovell.

## **5. Reports**

Auditor Greg Lampard presents the Marrero Harvey Volunteer Fire Company Audit. Auditor Jim Mitchell presents the Live Oak Manor Volunteer Fire Company Audit. IG Chatelain states a findings tracker has been implemented and has replaced a previous recommendations tracker. It is comprised of two separate reports, Report of Findings and Report of Identified Costs and fueled from the data captured by the case management system upgrades.

## **6. Training**

IG Chatelain and Jerry Sullivan presented an overview to JPOIG oversight class to the Parish Council, Parish Directors and Administration.

### **Discussion of Parish Responses to Volunteer Fire Company Reports**

Commissioner Chris Clement questions the Parish's response to problems highlighted by the various VFC audit reports. IG Chatelain states she continues to work with the Parish regarding their responses.

### **Executive Session**

**MOTION** by Commissioner LaRocca to enter into Executive Session for the performance review and evaluation of the Inspector General. **MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** unanimously, without opposition or abstention.

**MOTION** by Commissioner LaRocca to return to open meeting from executive session.  
**MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** unanimously, without opposition or abstention

**New Business**

Jerry Sullivan states he has been contacted by Xavier University. They will be providing the Parish Administration with a list of potential Ethics and Compliance Commissioners for consideration and appointment.

**Next Meeting Date**

The next regular meeting is scheduled for Wednesday, May 15, 2024.

**Adjournment**

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

**MEETING ADJOURNED**  
**at 7:10 pm**