

**Minutes of Jefferson Parish Ethics and Compliance Commission**  
**Wednesday, May 18, 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 April 20, 2022 meeting.

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

**Public Hearing**

None

**Executive Session**

**MOTION** by Commissioner Bourgeois to move Executive Session placement to follow the Inspector General Report. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

**Inspector General Report**

**1. Budget**

Inspector General Kim Raines Chatelain states the budget update will be reported on after the close of the second quarter. Chairman Maestri asks for 2021 4<sup>th</sup> quarter budget totals to be presented in addition to 2022 2<sup>nd</sup> quarter figures. She reports the Quality Assurance Review

Committee has issued a draft report for term year 2021 and the Commissioners will be notified of the final report presentation date when determined.

## **2. Procurement**

Inspector General Chatelain reports the contract for migrating the JPOIG to Microsoft 365 was signed today and phase 1 should be complete by mid-late June 2022 and finalized on or before middle of August 2022.

## **3. Recruitment and retention**

IG Chatelain states Jeffrey Adolph has been promoted to Deputy Inspector General of Investigations and Brian Smith has accepted the position of Special Agent. Susan Andrews has resigned from her position as Deputy Inspector General of Audit. IG Chatelain has met with the Jefferson Parish Budget Director to review the basis of the existing JPOIG pay plan. She is in the process to develop a pay plan for the JPOIG that is similar to the Parish pay plan. IG Chatelain reports she has advertised on various platforms for 3 positions; Deputy Inspector General Legal, Deputy Inspector General Audit and Special Agent/Evaluator.

## **4. Social Media**

IG Chatelain reports the JPOIG social media following has increased due to promotions and job postings.

## **5. Reports**

Auditor Greg Lampard presents Council District Improvement/Assistance Funds Audit, JPOIG #2019-0004. The JPOIG has initiated two new volunteer fire company audits and one new follow-up audit, three evaluations in progress and twelve active investigations. She reports there have been modifications to the recommendation tracker for greater readability and clarity.

**MOTION** by Commissioner Bourgeois to enter into Executive Session. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

**MOTION** by Commissioner Bourgeois to return from Executive Session. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

**Amendment of Leefe, Gibbs, Sullivan & Dupre, LLC contract**

**MOTION** by Commissioner Bourgeois to amend the contract for legal services between the Jefferson Parish Ethics and Compliance Commission and Jerry Sullivan to reflect counsel's law firm name change to Sullivan, Dupre & Soluki, LLC. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

Jerry Sullivan references the Council District Improvement/Assistance Funds Audit and clarifies the Personnel Board is not under the supervision or control of the Parish Administration.

**New Business**

Jerry Sullivan reports that no evidence of impropriety was found on the part of the CPA for Grand Isle Emergency Services and Fire Department therefore a report will not be made to the State Board of Certified Public Accountants.

**Next Meeting Date**

The next regular meeting is Wednesday, June 15, 2022.

**Adjournment**

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

**MEETING ADJOURNED**