

**Minutes of Jefferson Parish Ethics and Compliance Commission**  
**Wednesday, November 15, 2023**  
**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 5:00 P.M. Roll call. Quorum is constituted.

**Review and Approval of Minutes**

**MOTION** by Commissioner Clement to approve the minutes of the September 20, 2023 meeting. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** without opposition and abstention.

**Public Hearing**

Brian Miller

**Inspector General Report**

**1. Service Awards**

IG Kim Chatelain presents a ten year service award to Brian Smith and five year service awards to Gina Dabdoub, Jeffrey Adolph, and Greg Lampard. IG Chatelain has also served the JPOIG for ten years.

## **2. Budget**

IG Chatelain delivers the third quarter budget to actual figures for the JPOIG.

## **3. Compliance**

IG Chatelain reports staff evaluations were completed timely.

## **4. Professional Development**

IG Chatelain states 5 staff members attended the annual Association of Inspector's General conference in New York City in October 2023 to satisfy continuing education requirements and maintain certifications. She states Deputy IG Erica Smith presented at the AIG conference for Red Book auditing standards update and on a discussion panel for Office of Inspector General performance metrics.

## **5. Reports**

Deputy Inspector General Erica Smith presents the Security Services Follow-up audit report. Deputy Inspector General Jeff Adolph presents the Security Services Contract investigative report. IG Chatelain discusses the details of the investigative report findings. She reports there are two audits in draft status and will be published in early 2024. IG Chatelain states a new audit of Eastbank Consolidated Fire payroll and sick leave is underway and two evaluations are in process.

## **6. Public Outreach**

IG Chatelain states she spoke at the Terrytown Civic Association and is scheduled to speak at the Jefferson Parish Chamber of Commerce.

## **7. Ordinance**

IG Chatelain reports the Office of Inspector General ordinance will be in summary on the Jefferson Parish Council Meeting's December agenda.

## **8. Millage**

IG Chatelain states she has had ongoing conversations with the Assessors office regarding the millage rollback.

### **Determination of 2024 ECC Meeting Schedule**

Commissioner Bourgeois requests the March 2024 meeting date be changed from March 20 to March 6, 2024. The Commissioners agree to the schedule of January 17, March 6, May 15, July 17, September 18 and November 20, 2024.

### **Executive Session**

**MOTION** by Commissioner Clement to enter into Executive Session for consideration and discussion of ethics complaint. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** unanimously, without opposition or abstention.

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

### **New Business**

**MOTION** by Commissioner Clement to amend the agenda to discuss issuing an advisory opinion regarding voice voting at Council Meetings. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** unanimously, without opposition or abstention.

**MOTION** by Commissioner Clement to authorize Jerry Sullivan to prepare an advisory opinion regarding voice voting at Council Meetings. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** unanimously, without opposition or abstention.

### **Next Meeting Date**

The next regular meeting is scheduled for Wednesday, January 17, 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 6:30 pm**