Minutes of Jefferson Parish Ethics and Compliance Commission
Wednesday, November 16, 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:
Fr. Sidney Speaks

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 October 26, 2022 meeting.
MOTION SECONDED by Commissioner Bourgeois. The motion was voted upon and
PASSED without opposition and abstention.

Public Hearing
None

Inspector General Report

1. **Budget**

Inspector General Kim Raines Chatelain reports the third quarter budget figures indicate a projected surplus by end of year.

2. **Compliance**

IG Chatelain states she and Deputy Inspector General Jeff Adolph attended training on records retention. She states she will implement a records retention policy and schedule in 2023. The Engagement audit software has been purchased and training will begin in the next month. She reports the Column Case Management system upgrade is in progress.

3. Procurement

IG Chatelain states the AT&T phones originally delivered were not compatible with JPOIG requirements and new units were sent and are in the process of being implemented.

4. Recruitment and Retention

IG Chatelain states the open auditor position has been tentatively filled by returning employee, Jim Mitchell. He will start in December after successfully completing pre-employment process.

5. Professional Development

IG Chatelain states she taught continuing education to the Parish Attorney's office. JPOIG staff members participated in the final installment on "litigation".

6. Civic Outreach

IG Chatelain states she has been elected to the Association of Inspector's General Board as 2nd Vice President and Deputy Inspector General Erica Smith was elected to the AIG Executive Committee.

7. Reports

IG Chatelain states that an audit has been issued in draft. That audit will be made public in January 2023.   Two follow-up audits will be released in December and reported on in January 2023. IG Chatelain provides a six month progress report on audits. She states there has been significant changes within the Office of Fire Services that has provided Jefferson Parish with better oversight of the various volunteer fire companies.

Memorandum of Understanding

Jerry Sullivan, counsel for the JPECC, states he and IG Chatelain have revised the MOU section 11 which addresses the annual review and salary of the Inspector General. The revisions suggested implement a structure and framework for fair and consistent annual reviews of the Inspector General.

MOTION by Commissioner Hall to approve the 2nd Memorandum of Understanding between the Inspector General and the Jefferson Parish Ethics & Compliance Commission. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** without opposition and abstention.

New Business

The Commissioners propose changing the schedule of the ECC meetings from every month to every other month unless additional meetings are required.

MOTION by Commissioner Hall to change the schedule of the ECC meetings from every month to every other month unless additional meetings are required. **MOTION SECONDED** by Commissioner LaRocca. The motion was voted upon and **PASSED** without opposition and abstention.

Commissioner Warren Bourgeois asks Jerry Sullivan about setting a meeting between the ECC and the Parish Council in February 2023.

Next Meeting Date
The next regular meeting is Wednesday, January 18, 2023.

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

MEETING ADJOURNED