

**Minutes of Jefferson Parish Ethics and Compliance Commission  
Wednesday, November 19, 2025  
Personnel Board Room, Suite 204  
Joseph S. Yenni Building  
1221 Elmwood Park Boulevard  
Jefferson, LA 70123**

**Commission Members Present**

Cherie Kay LaRocca  
Chris Clement  
Monica Pierre  
Joel MacClellan

**Commission Members Absent**

Frank Young

**Call Commission Meeting to order**

Meeting called to order by Commissioner LaRocca at 5:00 P.M. Roll call. Quorum is constituted.

**Review and Approval of Minutes**

**MOTION** by Commissioner Pierre to approve the minutes of the September 17, 2025 meeting.  
**MOTION SECONDED** by Commissioner Clement. The motion was voted upon and **PASSED** without opposition and abstention.

**Public Hearing**

None

**Inspector General Report**

Inspector General Kim Chatelain states she and her staff attended the 2025 Association of Inspectors General national conference. She reports Jeffrey Adolph was timely evaluated in accordance with JPOIG policies and procedures. IG Chatelain states the findings tracker on the JPOIG website has been updated and improved with more detailed findings being tracked. She reports the LCMC / West Jefferson Hospital Lease Capital Commitments audit report and the Personnel Hiring Practices evaluation report have been released in draft and the final reports shall be released in December 2025.

An investigative report was issued in draft and the final report will be issued at the end of November 2025. IG Chatelain states She and the JPOIG staff have attended two civic association meetings, Old Metairie Civic Club and Waggaman Civic Association, participated in Loyola Law School Career Day and hosted Princeton graduate students studying government integrity. She presents the JPOIG third quarter budget to actual financial report. IG Chatelain states the request for proposal has been drafted for the design and development of new websites for the JPOIG and the JPECC.

### **Consideration of Ethics Complaint Policies and Procedures**

Jerry Sullivan reads the policies and procedures related to Ethics complaints.

**MOTION** by Commissioner Clement to accept the policies and procedures related to ethics complaints. **MOTION SECONDED** by Commissioner MacClellan. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

### **Discussion regarding Ethics & Compliance Commission appointment selection for the Quality Assurance Review Committee**

Jerry Sullivan suggests three possible candidates to replace the outgoing ECC appointee, Jim Letten, to the QAR committee. The Commissioners request Mr. Sullivan reach out to the three candidates and report their willingness to participate at the next ECC meeting.

### **Determination of 2026 ECC meeting dates**

The Commissioners agree on the 2026 ECC meeting dates as January 21, March 18, May 20, July 15, September 16, November 18, 2026.

### **Executive Session**

**MOTION** by Commissioner Clement to enter into executive session. **MOTION SECONDED** by Commissioner MacClellan. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

**MOTION** by Commissioner Pierre to return to open meeting. **MOTION SECONDED** by Commissioner MacClellan. The motion was voted upon and **PASSED** unanimously without opposition or abstention.

**MOTION** by Commissioner Clement to set the salary of Inspector General Kim Raines Chatelain at 182,000.00, effective March 18, 2026 through March 17, 2027, reviewed annually, thereafter. The Inspector General's benefits are to include a cell phone allowance, not to exceed 85.00 per month and a car allowance, not to exceed 500 miles per month. **MOTION SECONDED** by Commissioner Pierre. The motion was voted upon and **PASSED** unanimously, without opposition or abstention.

**New Business**

None

**Next Meeting Date**

The next regular meeting is scheduled for Wednesday, January 21, 2026 at 5pm.

**Adjournment**

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

**MEETING ADJOURNED**