

Minutes of Jefferson Parish Ethics and Compliance Commission
Wednesday, October 26, 2022
Council Chambers
Joseph S. Yenni Building
1221 Elmwood Park Boulevard
Jefferson, LA 70123

Commission Members Present:

Howard Maestri
Warren Bourgeois, III
Dolores Hall

Commission Members Absent:

Cherie Kay LaRocca
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 Bourgeois to approve the minutes of the September 21, 2022 meeting. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** without opposition and abstention.

Amendment of Agenda

MOTION by Commissioner Bourgeois to amend the agenda to include discussion of Fr. Sidney Speaks ECC Board participation. **MOTION SECONDED** by Commissioner Hall. The motion was voted upon and **PASSED** without opposition and abstention.

Public Hearing

None

Inspector General Report

1. Reports

Inspector General Kim Raines Chatelain states that the Overtime Pay Follow-up Audit has been closed and will be reissued under the yellow book standards. Deputy Inspector General Erica Smith reports the Nine Mile VFC Audit has been issued in draft. She states the Water Security follow-up audit and the Security Services follow-up audit are due to be released by the end of November 2022.

2. Compliance

Erica Smith states the Engagement software is to be implemented by year end. IG Chatelain states under the previous IG protocols, the auditors only worked one audit at a time. She has since changed the protocols and the auditors now work more than one audit in various stages of progress. Deputy Inspector General Jeffrey Adolph states he has implemented various changes within the Investigations division since being appointed to the position, including changing the investigative plan templet and streamlining the overall investigative reporting process by eliminating duplicate efforts. He has assisted the OIG with the implementation of Microsoft 365, data migration to cloud storage, and restoring AS 400 access to the OIG from the Parish. IG Chatelain states the OIG is set to complete upgrades to the case management software system and implementation of new phone system which includes a new dedicated ECC phone number, by end of year. She has executed an IT managed services contract for security and back-up services.

3. ECC referral

IG Chatelain reports on the status of the ECC case referral to the OIG from past Parish President Mike Yenni's regarding email access.

Memorandum of Understanding

Chairman Howard Maestri states the Memorandum of Understanding between the Office of Inspector General and the Ethics and Compliance Commission will be revised to further define the requirements of the OIG to implement more oversight over the OIG. Jerry Sullivan reports on the proposed changes to the current MOU. IG Chatelain suggests including performance evaluation benchmarks for the position of Inspector General.

Discussion of Fr. Sidney Speaks ECC Board Participation

Jerry Sullivan suggests a letter be sent to Fr. Sidney Speaks emphasizing the need for his participation as an appointee to the Ethics and Compliance Board of Commissioners.

December Date Change

The Commissioners propose changing the date of the December ECC meeting from December 21, 2022 to December 14, 2022. Gina Dabdoub will inquire with the Parish on Council Chambers availability.

New Business

None

Next Meeting Date

The next regular meeting is Wednesday, November 16, 2022.

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