

**Minutes of Jefferson Parish Ethics and Compliance Commission
Wednesday, September 20, 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.

Jerry Sullivan states the Parish Administration has not received any nominations for additional commissioner from Xavier University as of today.

Review and Approval of Minutes

MOTION by Commissioner LaRocca to approve the minutes of the July 19, 2023 meeting.
MOTION SECONDED by Commissioner Clement. The motion was voted upon and **PASSED** without opposition and abstention.

Public Hearing

None

Inspector General Report

1. Budget

IG Kim Chatelain requests to amend the proposed 2024 budget to include additional funding for professional services to fund Information Technology support in 2024.

2. Compliance

IG Chatelain states she published the 2024 JPOIG Annual Work Plan by September 1, 2023. She reports she met with all seven Council Members and the Parish Administration regarding changes to the Inspector General Ordinance. She states she requested the Councilman-at-Large to sponsor the ordinance change and has yet to hear back from him. Jerry Sullivan discusses, in detail, the various ordinance changes being requested including Inspector General minimum qualification requirements and term limits. IG Chatelain reports Brian Smith's annual evaluation was completed timely.

3. Recruitment and Retention

IG Chatelain reports the hiring of two new employees, Al Abuali as a full time Special Agent and Madeline Speicher as a part time intern.

4. Professional Development

IG Chatelain states 5 staff members will be attending 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 will be presenting at the AIG conference for Red Book auditing standards update and on a discussion panel for Office of Inspector General performance metrics.

5. Reports

IG Chatelain states two audit reports that were completed in July and August will be released shortly after the Election blackout period ends. Jerry Sullivan reminds the Commissioners the reasons for the blackout period. She states there are 27 open investigation intakes and 22 open investigation cases. She reports a new findings tracker has been implemented and deployed in the case management system.

6. Public Outreach

IG Chatelain states she and her staff have presented at the Westbank Civic Coalition and the River Region Women's Club. She will be presenting at the Terrytown Westbank Civic Association on November 1, 2023.

7. 2024 Annual Work Plan

IG Chatelain presents the 2024 Annual Work Plan.

Executive Session

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

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

MOTION by Commissioner LaRocca to refer ethics complaint 23-01 to the JPOIG. **MOTION SECONDED** by Commissioner Clement. 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, November 15, 2023. Discussion to determine the March 2024 ECC meeting date will be held at the November 15, 2023 meeting.

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 6:10 pm