

JEDCO Board of Commissioners May 31, 2012

Minutes

Call to Order 8:30 a.m.

Attendance: Mario Bazile, Manny Blanco, David Colvin, Tina Dandry-Mayes, Bruce Dantin, Jim Garvey, Roy Gattuso, Greg Jordan, Steve LaChute, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Bill Peperone, Paul Rivera, Mike Rongey, Stan Salathe, Frank Trapani, Patrice Williams-Smith

Staff: Jerry Bologna, Cynthia Grows, Lucien Gunter, Alberto Queral, Scott Rojas, Kelsey Scram, Dottie Stephenson, Penny Weeks

Absences: Joe Ewell, Joe Liss and John Tobler

Attorney: Reed Smith – Parish Attorney

Guests: Etta Licciardi and David Taylor – Jefferson Parish Public School System
Cherreen Gegenheimer – Jefferson Parish
Kim Chatelain – Jefferson Parish
Todd Tournillon – Postlethwaite & Netterville

I. Chairman Comments – Jim Garvey

- **Welcome Guest**

The above named guests were welcomed to the meeting.

- **Introduction of New Marketing and Public Relations Manager, Ms. Kelsey Scram**

In mid-May Kelsey Scram accepted the position as Marketing and Public Relations Manager. Most recently, Kelsey was a reporter for NBC 33 in Baton Rouge and studied Broadcast, Journalism and Communications at Syracuse.

- **Approval of Board Absences**

Dr. Vinicio Madrigal motioned to excuse Joe Ewell, Joe Liss and John Tobler; motion seconded by Lynda Nugent-Smith. The motion passed unanimously.

- **Approval of Minutes for April 26, 2012**

Dr. Vinicio Madrigal motioned to approve the minutes; seconded by Stan Salathe. The motion passed unanimously.

- **Approval of Audit Committee Minutes for March 29, 2012**

Lynda Nugent-Smith motioned to approve the minutes; seconded by Greg Jordan. The motion passed unanimously.

Adjourn as JEDCO and convene as JEDCO Development Corporation – Dr. Vinicio Madrigal motioned to adjourn; seconded by Stan Salathe. Motion passed unanimously.

II. Convene as JEDCO Development Corporation – Jim Garvey

- **Approval – Quarterly Board of Directors Meeting Minutes for February 23, 2012**

Dr. Vinicio Madrigal motioned to approve the minutes; seconded by Bill Peperone. The motion passed unanimously.

- **Approval – Finance Committee Minutes for February 9, 2012**

Tina Dandry-Mayes motioned to approve the minutes; seconded by Stan Salathe. The motion passed unanimously.

Adjourn as JEDCO Development Corporation – Dr. Vinicio Madrigal motioned to adjourn; seconded by Stan Salathe. Motion passed unanimously

III. Reconvene as JEDCO - Unfinished and New Business – Chairman Jim Garvey

- **Motion to approve terms for Amendment to Lease Agreement between JEDCO and Jefferson Parish School Board for additional 3 acres – Dottie Stephenson**

Dottie provided the Board with a chronology of events related to the Patrick F. Taylor Science & Technology Academy and Conference Center. She spoke briefly about the events that bring us to the School Board's request for an additional 3 acres. After JEDCO received an appraised value for the 3 acres, the Officers and JEDCO staff met with the School Board to look at several options for compensation.

The JEDCO Board was asked to approve the terms for an amendment to the Lease Agreement between JEDCO and JPPSB which will include the additional

3 acres with the same terms/conditions as the original lease except for an annual common area maintenance fee (proportionate share will be approximately \$4,000). The School Board will pay for all costs related to amending the Lease. The School Board will provide funding up to \$350,000 to pay for Furniture, Fixtures & Equipment and technology infrastructure for the Conference Center.

Lynda Nugent-Smith motioned to approve the terms as described; Seconded by Manny Blanco. The motion passed with 17 Yeas, 0 Nays, 1 Abstained (Steve LaChute), and 3 Absent.

- **Motion to approve Letter of Engagement between JEDCO and Damien Serauskas, P.E. to conduct an engineering analyses of the HVAC systems for the JEDCO building for a cost of \$8,500 – Dottie Stephenson**

Mr. Ladd Ehlinger, expert hired to give his opinion regarding Change Order #8 and other issues related to the construction work with WWCCI, recommended that JEDCO hire an expert mechanical engineer to provide a report of findings regarding the problems that continue to surface with the HVAC system. Mr. Ehlinger recommended Damien Serauskas. Mr. Serauskas' submitted his proposal with a cost estimate of \$8,500.

Because the estimate exceeded \$5,000, Dottie made several attempts to obtain additional proposals but was unsuccessful.

The Board was asked to accept Damien Serauskas' proposal and adopt a motion approving the Letter of Engagement in the amount of \$8,500. Dr. Vinicio Madrigal stated that he had done a reference check with some of those listed in Mr. Serauskas qualifications and experience, and found that he comes highly recommended.

Greg Jordan motioned to accept the proposal in the amount of \$8,500; seconded by Dr. Vinicio Madrigal. The motion passed unanimously.

- **Approval of Resolution- EDA Revolving Loan Fund Administration Plan Update, and Annual Review and Compliance – Alberto Queral**

Alberto reported that all activities related to the EDA loan program are being conducted in accordance with policies and procedures and asked the Board to approve a resolution attesting to such.

Manny Blanco motioned to approve the resolution; seconded by Lynda Nugent-Smith. The motion passed unanimously.

- **Approval of 2011 Financial Report – Cynthia Grows**

Todd Tournillon with Postlethwaite & Netterville presented a summary of the 2011 Financial Report which was completed in mid-March. The report has been submitted to the Parish Council and the State Legislative Auditor's Office. There were no questions or comments regarding the report. Bill Peperone motioned to accept the report as submitted; seconded by Dr. Vinicio Madrigal. The motion passed unanimously.

IV. Amending the Agenda

Chairman Garvey asked for a motion to amend the agenda to include renewal of the contract for the Executive Director. He stated that the officers met in December but it was delayed while working on other issues, including the audit.

Bill Peperone motioned to amend the agenda to add: Renegotiate Executive Director's Contract; the motion was seconded by Dr. Vinicio Madrigal.

Chairman Garvey said the officers met and recommend renewing the contract with effective rate of 2% increase in Executive Director's compensation for the year. Lynda Nugent-Smith stated that as a minor correction, the contract automatically renewed in December, but not the raise. Chairman Garvey said that the raise cannot go retroactive, so we are going to go prospectively at 4% for the second half of the year, which would be a 2% effective rate for the year. Lynda wanted it to be clear that it would be rolled back to 2% next year; not carry the 4% forward to the next year. Questions regarding residency were asked and the Board was advised by Lynda Nugent-Smith that a policy had been put in place and a copy of the lease had been obtained for the file. There were no other questions.

Bill Peperone motioned to approve the recommendation; seconded by Dr. Vinicio Madrigal. The motion passed unanimously. (Secretary Greg Jordan was not in the room when the vote was taken.)

V. Executive Director Report – Lucien Gunter

Lucien announced that because of his health he would be retiring in December of 2012. Chairman Garvey acknowledged Lucien's leadership and some of the great accomplishments for JEDCO and the Parish which were driven by Lucien. An Executive Director candidate selection committee will be formed and will make a recommendation to the Parish Council for approval.

- **Ambassador Szapary/Hungary – Dr. Madrigal** was pleased to announce that he recently attended a meeting with the Ambassador of Hungary and found that there are avenues that can be explored in doing business with Hungary. He mentioned that one of JEDCO's incubator tenants discovered that there are opportunities to grow his business in Hungary. Jerry said that as a result of this

meeting a Hungarian company looking to invest in the United States has planned to visit Jefferson Parish in June.

- **JEDCO Annual Report – Jerry Bologna**

Jerry presented copies of the Annual Report and made the Commissioners aware that the report is also available at JEDCO's website. Jerry acknowledged Lindsay Unland's contribution in helping produce the report and said that it was one of the best to date.

- **Major Prospect Updates – Jerry Bologna**

A hard copy, updated summary of the major prospects was given to the Commissioners. Jerry identified and gave an overview of the newest prospects added to the list.

- **Legislation Update – Jerry Bologna**

Jerry spoke briefly about SB-717, HB-658 and SB-723. He will continue providing updates as long as the Legislature is in session.

VI. Financial Report – Cynthia Grows

- **Monthly Financial Report**

Stan Salathe motioned to accept the report as submitted; seconded by Lynda Nugent-Smith. The motion passed unanimously.

VII. Public / Other Comments

None

Adjournment: Stan Salathe motioned to adjourn; seconded by Lynda Nugent-Smith. The motion passed unanimously.



Greg Jordan
JEDCO Secretary