SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – WEST

Finance, Administration, Legal, and Public Information Committee Meeting

Monday, November 12, 2012

The Finance, Administration, Legal, and Public Information (FALPI) Committee of the SLFPA-W met on November 12, 2012 with the following members present: Mr. Dauphin, Mr. Camnetar and Mrs. Maclay. Mr. Miserendino, Mr. Roark, Mr. Muscarello, Mr. Strong, Mr. Spohrer, Mrs. Ford, Ms. Wallace from CPRA and Mr. Falcon and Mr. Pickering, legal counsel, were also in attendance.

Mr. Dauphin called the meeting to order in the Commissioners’ meeting room at the SLFPA – W Office, 7001 River Road, Marrero, Louisiana, at approximately 4:19 PM.

The Committee unanimously approved the agenda as amended.

There were no public comments.

The Committee reviewed and unanimously approved the minutes from the previous meeting, dated October 16, 2012.

Mr. Spohrer presented an updated review of the land acquisition report.

Mr. Miserendino presented the check register, budget, and financial statements for SLFPA – W and its member districts. The Committee unanimously agreed to recommend acceptance of the reports by the Board.

Mr. Miserendino presented the 2013 amended budget for review. He will continue to update the Committee at every monthly meeting.

The Committee reviewed Commissioners’ travel expense reports, and approved them for payment.

Mr. Roark reported on the pricing of equipment (Scag Mowers, Rhino Cutters, Bobcat Loader, Dump Trucks and Equipment Trailer) approved for purchase under State Contract or Jefferson Parish Contract. The Committee agreed to defer discussion on this until the next Committee meeting.

Mr. Roark gave a report on the limitations of the Primavera system, and a discussion ensued. Mr. Miserendino was tasked to identify the needs for maintenance activities, and present a follow-up report. Further discussion will take place at the next Committee meeting.

Mrs. Maclay reported on a new administrative procedure for managing both incoming and outgoing correspondence, and also for admitting visitors to the premises of SLFPA – W. She instructed the Administration to implement these procedures immediately.

Mrs. Maclay led a discussion on several Human Resources policies and procedures. Included were the following: training and education, the performance evaluation system (PES), employees working out of class and their related pay requirements, the development of compliance and grievance programs, the development of a safety program, updating safety infractions, employee qualifications, and tardiness occurrences. Also under discussion were the time and attendance policy, including breaks and lunch. Mr. Falcon provided additional information regarding compliance with Civil Service law. The Committee agreed to continue discussion of these matters at the next monthly Committee meeting.

Mrs. Maclay asked FALPI Committee members Ed Camnetar and Paul Dauphin to work with Mrs. Ford in developing an employee recognition program. After their meeting, they will report to the Committee.

Mrs. Maclay led further discussion about sick leave, including FMLA, the limit of 96 hours and leave slips. The Committee agreed to enact these procedures.

Mrs. Maclay led a discussion on payment to employees who had reached the maximum pay grade for their position. The Committee agreed to ask Mr. Falcon to develop a Pay for Employees at Maximum Range.

Mr. Dauphin announced that the next regularly scheduled Committee Meeting will be held on Tuesday, December 11, 2012 at 6:00 PM in the Commissioners’ meeting room at the SLFPA-W Office, 7001 River Road, Marrero, Louisiana.

There being no further business, the meeting adjourned at approximately 6:56 PM.