SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – WEST

Finance, Administration, Legal & Public Information Committee Meeting

SLFPA – W Office, 7001 River Road, Marrero, Louisiana 70072

Monday, November 12, 2012– 4:00 PM

Meeting is Open to the Public

Agenda and Meeting Notice

*(Subject to Change)*

1. Call to Order and Roll Call
2. Approval of Agenda
3. Public Comments (Limited to 2 minutes per person)
4. Approval of Meeting Minutes from October 16, 2012
5. Land Acquisition
   1. Review spreadsheet update
6. Financial/Administrative Matters
   1. Review check register
   2. Review financial statements and budget update
   3. Review 2013 amended budget
   4. Review Commissioners’ travel expense reports
7. State Contract Purchases
   1. Scag mowers
   2. Rhino 15 ft. rotary cutters
   3. Bobcat compact track loader
   4. Rubber tire 590 loader backhoe
   5. International tandem 12cy dump trucks
   6. Heavy equipment trailer
8. Software and Office Procedures
   1. Discuss status of the work order project system: Primavera
   2. Discussion of incoming and outgoing correspondence
   3. Discussion of visitors policy
9. Human Resources Policies and Procedures
   1. Training and Education
   2. Performance Evaluation System (PES)
   3. Employees working out of class and related pay requirements
   4. Employee recognition program
   5. Development of compliance program
   6. Development of safety program
   7. Update of safety infractions
   8. Discussion of employee qualifications
   9. Discussion of tardiness occurrences
   10. Discussion of time and attendance
       1. Breaks / lunch
   11. Discussion about sick leave
       1. FMLA
       2. 96 hours
       3. Leave slips
   12. Pay for employees at range maximum
10. Next Meeting: SLFPA – W Office

7001 River Road

Marrero, Louisiana 70072

Tuesday, December 11, 2012

6:00 – 8:00 PM

1. Adjournment

Janis Rogers

(Name of Authorized Person)

Southeast Louisiana Flood Protection Authority –West

(Name of Taxing District)

7001 River Road, Marrero, LA 70072

(Address)

(504) 340-0318

(Telephone Number)

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In accordance with the Americans with Disabilities Act, if you need special assistance,

please contact Janis Rogers at (504) 340-0318, describing the assistance that is necessary.