

JEDCO

Jefferson Parish Economic Development Commission

JEDCO Board of Commissioners February 28, 2013 8:40 A.M. MINUTES

- Call to Order** 8:40 a.m.
- Attendance:** Mario Bazile, Manny Blanco, David Colvin, Tina Dandry-Mayes, Bruce Dantin, Joe Ewell, Roy Gattuso, Steve LaChute, Joe Liss, Bruce Layburn, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Paul Rivera, Mike Rongey, Stan Salathe, Patrice Williams-Smith
- Staff:** Jerry Bologna, Cynthia Grows, Alberto Queral, Scott Rojas, Kelsey Scram, Dottie Stephenson, Penny Weeks
- Absences:** Jim Garvey, John Tobler, Greg Jordan, Bill Peperone,
- Attorney:** Reed Smith – Parish Attorney
- Guests:** Cherreen Gegenheimer with Jefferson Parish
Bill Aaron with Aaron PLC

I. Call to Order & Chairman Comments – Stan Salathe

- **Approval of Board Absences**
Lynda Nugent-Smith motioned to excuse Jim Garvey, Greg Jordan, Bill Peperone and John Tobler; seconded by Manny Blanco. Motion passed unanimously.
- **Approval of JEDCO Board Retreat Minutes for January 15, 2013 and JEDCO Executive Committee Minutes for January 31, 2013**
Dr. Vinicio Madrigal motioned to approve the minutes; seconded by Joe Ewell. Motion passed unanimously.

II. Executive Session in the matter of “No. 723-485 - William Henry Shane vs. the Parish of Jefferson, State of Louisiana and the Jefferson Parish Economic Development Commission, Twenty-Fourth Judicial District Court, Parish of Jefferson, State of Louisiana”

Lynda Nugent-Smith motioned to adjourn regular session and convene in Executive Session; Seconded by Dr. Vinicio Madrigal. The motion passed unanimously. The Chairman invited Jerry Bologna, Dottie Stephenson and Bill Aaron to join Executive Session.

III. Reconvene Regular Session: Unfinished and New Business – Chairman, Stan Salathe

- **Resolution authorizing Amendment Number 1 to Professional Service Agreement between JEDCO and Aaron, PLC – Dottie Stephenson**
Dottie presented Amendment Number 1 to the resolution which was approved by the Board in January and explained that a cap of \$15,000 will not be sufficient to cover the court proceedings and litigation costs. Amendment No. 1 will include litigation services in matters pertaining to public records requests made upon JEDCO with fees to be paid for said litigation services capped at \$28,000.
Dr. Vinicio Madrigal motioned to approve the resolution authorizing Amendment No. 1 to the contract with Aaron, PLC; seconded by Joe Ewell. The motion passed unanimously. (Lynda Nugent-Smith was previously excused from the meeting.)
- **JEDCO's 2013 Strategic Operating Plan – Dottie Stephenson**
Manny Blanco noted that International Trade was not include in the plan and requested that it be added. Dr. Vinicio Madrigal motioned to adopt the 2013 Strategic Operating Plan; seconded by Mike Rongey. The motion passed unanimously.
- **JEDCO's Policies and Procedures – Jerry Bologna**
Policy and Procedures were presented for JEDCO Credit Card Purchases, Meal Reimbursement and Cell Phone Allowance.

Credit Card Purchase - The Board asked that the policy be amended to include language that purchases by the Executive Director shall be approved by the Chairman of the Board and to also include language that the credit card will not be used when bid laws come into play. Dr. Vinicio Madrigal motioned to accept the policy with the two amendments; seconded by Manny Blanco. The motion passed unanimously.

Meal Reimbursement – Dr. Vinicio Madrigal motioned to accept the policy; seconded by Joe Liss. The motion passed unanimously.

Cell Phone – The Board asked that the policy be amended by replacing the term “reimbursement” with “allowance” and add language stating that the allowances will be recorded as taxable on the employee’s W2 form. Bruce Layburn motioned to accept the policy with the two amendments; seconded by Steve LaChute. The motion passed with 13 yeas and 1 nay – Patrice Williams-Smith. (Lynda Nugent Smith, Tina Dandry Mayes and Roy Gattuso were previously excused from the meeting.)

IV. Executive Director Report – Jerry Bologna

- Major Prospects update
Jerry gave the status of the major prospects, including Dyno Nobel and Starr Textiles, and his most recent meetings with Avondale/Huntington Ingalls.

- **Overview of JEDCO Loan Program**
Copies of the revised form were given to the Commissioners. They were encouraged to share them with their nominating organizations.
- **New Hire and Staff Introductions**
Some of the JEDCO Commissioners had not met the entire JEDCO staff. Therefore, the staff was invited to attend the Board meeting to introduce themselves and provide an overview of their duties with JEDCO. Katherine Moreano will be joining the JEDCO team as an Economic Development Specialist on March 18th.

V. Financial Report – Cynthia Grows

- **Monthly Financial Report**
Dr. Vinicio Madrigal motioned to accept the financial report as submitted; seconded by Joe Liss. The motion passed unanimously.

VI. Public / Other Comments

None

VII. Adjournment

Dr. Vinicio Madrigal motioned to adjourn; seconded by Joe Ewell. The motion passed unanimously.



Paul Rivera
JEDCO Secretary

(Minutes for February 28, 2013)