



Executive Committee Meeting

December 20, 2012

Agenda

I. Chairman Comments – Jim Garvey

- Welcome Guest
- Approval of Board Absences
- Approval of JEDCO Board of Commissioners Minutes for **November 29, 2012 Pg. 2**
- Introduction and Swearing-in of New Commissioner(s) (Bio attached) **Pg. 11**

II. Unfinished and New Business – Chairman, Jim Garvey

- Amendment #3 to the existing Professional Service Agreement between JEDCO and RP Services of Louisiana – **Scott Rojas Pg. 12**
- Resolution authorizing Executive Director to execute a new Cooperative Endeavor Agreement between JEDCO and City of Kenner – **Jerry Bologna Pg. 15**
- Resolution to engage outside legal counsel regarding Public Records Request – **Dottie Stephenson Pg. 25**
- Second JEDCO 2012 Amended Budget – **Cynthia Grows**
- Resolution approving the appointment of Stan Salathe to the Economic Incentive Fund Evaluation Committee – **Dottie Stephenson Pg. 35**
- Resolution authorizing the execution of a renewal agreement between the Parish of Jefferson and JEDCO for HUD-CDBG Loan Fund Program – **Alberto Queral Pg. 37**
- Resolution to correct Board Resolution adopted on November 29, 2012 – **Dottie Stephenson Pg. 52**
- Discussion and Motion to extend Perez contract – **Dottie Stephenson**

III. Executive Director Report – Lucien Gunter

- Major Prospects update – **Jerry Bologna**

IV. Financial Report – Cynthia Grows

- Monthly Financial Report

V. Comments from Incoming Chairman – Stan Salathe

VI. Public / Other Comments

VII. Adjournment

The meeting begins at 8:30 a.m. and will be held at the Jefferson Parish Economic Development Commission Office, **700 Churchill Parkway, Avondale, LA 70094**

ADA Accessibility: The building is generally accessible to individuals with disabilities. If special ADA disability accommodations are needed, please call the Jefferson Parish Economic Development Commission office, 504-875-3908, prior to the scheduled meeting.

JEDCO Board of Commissioners November 29, 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, Joe Liss, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Bill Peperone, Paul Rivera, Stan Salathe, Patrice Williams-Smith
- Staff:** Jerry Bologna, Cynthia Grows, Lucien Gunter, Scott Rojas, Dottie Stephenson, Penny Weeks
- Absences:** Joe Ewell, Mike Rongey, John Tobler, Frank Trapani
- Attorney:** Reed Smith – Parish Attorney
- Guests:** Cherreen Gegenheimer with Jefferson Parish, Patty Glazer with Health Science Charter School, Sharon Cassiere with Postlethwaite & Netterville, Bill Aaron with Aaron PLC

I. Chairman Comments – Jim Garvey

- **Approval of Board Absences**
Dr. Vinicio Madrigal motioned to excuse Joe Ewell, Mike Rongey, John Tobler and Frank Trapani; seconded by Stan Salathe. Motion passed unanimously.
- **Approval of JEDCO Board of Commissioners Minutes:**
September 27, 2012 and October 25, 2012
Lynda Nugent-Smith motioned to approve the minutes for November 29, 2012; seconded by Dr. Vinicio Madrigal. Motion passed unanimously.
- **Health Science Charter School - Ms. Patty Glazer**
Ms. Glazer shared the mission and vision of the Kenner based Charter School and stated that the concept is to “home grow” the future healthcare professionals and healthy citizens. Planned enrollment: **Year 1** – Pre-K – 3, 5, 6, and **Year 2** – Pre-K – 7, and **Year 3** – Pre-K – 8. The Kenner location will open in 2013, the Westbank in 2014, and the High School in 2016. Lynda Nugent-Smith and Dr. Vinicio Madrigal are members of the Charter School Board.

II. Executive Session – Personnel Matters Related to Annual Audit Report and Internal Audit Report

Dr. Vinicio Madrigal motioned to adjourn regular session and move to executive session; seconded by Bill Peperone. The motion passed unanimously. Mr. Bill Aaron was invited to join executive session.

III. Reconvene Regular Session – Chairman, Jim Garvey

- The Chair entertained a motion to retain Attorney Bill Aaron to represent JEDCO on issues that the Parish says that they cannot represent JEDCO. Motion made by Stan Salathe; seconded by Lynda Nugent-Smith. The motion passed unanimously.
- Motion made by Bill Peperone and seconded by Dr. Vinicio Madrigal to address the personnel handbook to bring in line with the response, and to give permission for Jim Garvey (Chairman) to sign the audit response as presented. The motion passed unanimously.
- Lynda Nugent-Smith motioned; seconded by Manny Blanco, to take a look at the Policy & Procedures to see if adjustments need to be made and to come back with recommendations to the Board, and that this be done by a committee selected by the JEDCO Officers. The motion passed unanimously.

Adjourn as JEDCO and convene as JEDCO Development Corporation- Stan Salathe motioned to adjourn; seconded by Lynda Nugent-Smith. Motion passed,

IV. JEDCO Development Corporation – Jim Garvey

- Approval – Quarterly Board of Directors Meeting Minutes for: September 27, 2012 – Dr. Vinicio Madrigal motioned to approve; seconded by Bill Peperone. Motion passed unanimously.
- Approval – Finance Committee Minutes for: July 19, 2012 and August 23, 2012 – Bill Peperone motioned to approve; seconded by Tina Dandry-Mayes. Motion passed unanimously.

Adjourn as JEDCO Development Corporation- Motioned by Manny Blanco; seconded by Bill Peperone. Motion passed unanimously.

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

- **Discussion of JEDCO Development Corporation status/Approval to proceed with 501c3 application – Cynthia Grows and Sharon Cassiere of Postlethwaite & Netterville**

Ms. Cassiere explained that the research revealed the Articles of Incorporation for the JEDCO Development Corporation were drafted as a 501c3 Non-Profit, but an application was never filed with the Department of Treasury IRS. She recommended filing for tax exempt status and showing income and expenses for the last 20 years. She also explained that the JEDCO Development Corporation may need to file tax returns for the last 3 years and there may be penalties.

Motion by Lynda Nugent-Smith; seconded by Dr. Vinicio Madrigal to proceed with filing for the 501c3. Motion passed unanimously.

Question was brought to Parish Attorney Reed Smith whether or not the JEDCO Development Corporation meetings should be held separately from the regular JEDCO meetings. Mr. Smith advised that the meetings should be held separately.

- **Recommendation from Executive Director Search Committee – Jim Garvey**

Chairman Garvey briefed the Board with the following:

The Search Committee interviewed 3 candidates for the JEDCO Executive Director position and decided that Jerry Bologna is the most qualified candidate and made the offer to him. The position was advertised with a salary range of \$110,000 to \$125,000. The committee was originally going to recommend \$120,000 to the Board for approval, but the committee reviewed more information about what other similarly situated entities and Executive Directors are being paid around the city, region and country, and found that they are being paid even more than the top of the range that the committee was going to recommend. So, at the very least, the committee wants to recommend the top of the range, which is \$125,000.

Lynda Nugent-Smith, Search Committee member, added that in addition to the salary the contract will be based on the contract with Lucien (current Executive Director), but will have some exceptions and clarifications.

Lynda Nugent-Smith motioned to accept this recommendation; seconded by Greg Jordan.

Further discussion:

The Board wanted to know the salary for the current Executive Director, which Chairman Garvey stated to be \$160,000, and also wanted to know what the committee found when researching the market salaries for Executive Directors in other organizations. The Committee found that the most similar position having a

similar budget, and similar size in terms of population is the NOLA Business Alliance; their executive director was hired last year at \$175,000, and at the same time the Mayor still retains an Economic Development Advisor whose salary was published at \$140,000 two or three years ago. With this information some Commissioners concurred that the salary being offered to Jerry Bologna seemed unfair as it is much lower. Chairman Garvey stated that the Committee told Jerry there will be potential for significant increases in salary based on performance and results which would help bring him up in a relatively short period of time, much closer to what other individuals are being paid.

The Board unanimously approved the salary and recommendation of Jerry Bologna to the Parish Council for approval.

- **Nominating Committee Report for 2013 – Jim Garvey**

Chairman Garvey presented the Nominating Committee's report. Dr. Vinicio Madrigal motioned to approve the recommended officers for the 2013 JEDCO Board, and to approve the Executive Committee, Finance Committee and all other committees; seconded by Bill Peperone. The motion passed unanimously.

2013 Officers:

Chairman – Stan Salathe

Treasurer – Greg Jordan

Vice Chairman – Mike Rongey

Secretary – Paul Rivera

Ex-Officio – Jim Garvey

A copy of the approved slate of officers and committees forms a part of these minutes.

- **December 27, 2012 Executive Committee meeting – Jim Garvey**

Chairman Garvey entertained a motion to move the December 27, 2012 regularly scheduled Executive Committee meeting to December 20, 2012. Motion made by Lynda Nugent-Smith; seconded by Tina Dandry Mayes. Motion passed unanimously.

- **Resolution authorizing JEDCO By-laws Amendment – Dottie Stephenson**

At the October 25, 2012 meeting the Board was provided written notice that a proposed amendment to the JEDCO By-laws would be presented today. The proposed amendment presented contains a provision requiring that its Executive Director be domiciled in Jefferson Parish. Proposed amendment to Article VII reads as follows:

Article VII

(Add)

7. The Executive Director shall be legally domiciled in Jefferson Parish no later than 90 days after appointment and shall submit to JEDCO's Human

Resources Manager the following documents as proof of domicile in Jefferson Parish:

- a. a copy of the Executive Director's Louisiana Driver's License or Louisiana Identification Card,
- b. a copy of the Executive Director's Jefferson Parish Voter Registration Card,
- c. an original affidavit executed by the Executive Director attesting to the Executive Director's residency in Jefferson Parish, similar in form to the affidavit of residency for the qualification of candidates for elective office in Louisiana.

Dr. Vinicio Madrigal motioned to approve the amendment to Article VII of the JEDCO By-laws; seconded by Tina Dandry-Mayes. The motion passed unanimously.

- **Resolution authorizing proposed change in Lease Amendment between JEDCO and the Jefferson Parish School Board – Dottie Stephenson**

Dottie presented the First Amendment to the Lease (Exhibit "A"), approved by the JEDCO Board in September 2012, and a Revision of the First Amendment to the Lease (Exhibit "B"). The revision states that the JPSB will begin ordering the furniture, fixtures, and equipment for the conference center before December 31, 2012, and that all purchases will be complete no later than 30 days after JEDCO takes possession of the conference center.

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

- **Back-up Legal Services – Jim Garvey**

This was the first item covered following Executive Session (see above).

VI. Executive Director Report – Lucien Gunter

- **Major Prospects update – Jerry Bologna**

Jerry's update included the recent move of Smoothie King's international headquarters back to Jefferson Parish. Also, Councilman Templet, JEDCO and General Growth Properties hope to announce soon an anchor tenant to Oakwood Center.

- Commissioner LaChute acknowledged Kelsey Scram, the public relations and marketing department for improvements to the website and outreach efforts through social media platforms.

VII. Financial Report – Cynthia Grows

- **Monthly Financial Report for October 2012**

The monthly financial report was presented and forms a part of these minutes.

VIII. Louisiana Code of Governmental Ethics Training – Kim Chatelain - approximately 10:00 a.m.

Chairman Garvey announced that the ethics training will begin once the JEDCO meeting adjourns.

IX. Public / Other Comments

None

X. Adjournment

Dr. Vinicio Madrigal motioned to adjourn; seconded by Bill Peperone.



Greg Jordan
JEDCO – Secretary
(Minutes – November 29, 2012)

Nominating Committee Recommendations to the Board of Commissioners (Approved by the Board on November 29, 2012)

JEDCO Officers 2013

Chairman – Stan Salathe
Vice Chairman – Mike Rongey
Treasurer – Greg Jordan
Secretary – Paul Rivera
Ex-Officio – Jim Garvey

Executive Committee 2013

Mario Bazile
Joe Ewell
Jim Garvey
Greg Jordan
Steve LaChute
Dr. Vinicio Madrigal
Lynda Nugent-Smith
Bill Peperone
Paul Rivera
Mike Rongey
Stan Salathe

Finance Committee 2013

Manny Blanco
David Colvin
Tina Dandry-Mayes
Bruce Dantin
Roy Gattuso
Greg Jordan
Joe Liss
Mark Madderra
John Tobler
Frank Trapani
Patrice Williams-Smith

Audit Committee 2013

Mario Bazile
David Colvin
Joe Ewell
Jim Garvey
Joe Liss
Paul Rivera
Stan Salathe

Nominating Committee 2013

Stan Salathe
Jim Garvey
Joe Ewell
Dr. Vinicio Madrigal
Lynda Nugent-Smith

**Nominating Committee Recommendation
For 2013
Other Committees**

**Incentive Fund Committee
By Parish Ordinance**

Capella, Tom		*Stan Salathe
Hudson, Jim		Gegenheimer, Cherreen
Rebowe, Phillip		Young, John

***Requires Resolution/Parish Council Approval**

**JEDCO Tech Park Architectural Review Committee
By Tech Park Covenant**

Alikhani, Kazem (Parish President)		Marcello, Joe (Ex-officio)
Shane, Henry (Parish)		Richard Poche (JEDCO)
Stumpf, Jack (Parish)		Ryan Breaux (JEDCO)
Giorgio, Lee (Parish)		Mark Madderra (JEDCO)
Drewes, Mark (Ex-officio)		

***Requires Resolution/Parish Council Approval**

**JEDCO / EDGE Marketing Committee
Retired this Committee in 2012**

**JEDCO Office Building Committee
Retired this Committee in 2012**

**JEDCO Incubator Committee
Retire this Committee in 2013**

JEDCO By-Laws Committee

Colvin, David		
Gattuso, Roy		
Peperone, Bill		