**SOUTH TANGIPAHOA PARISH PORT COMMISSION**

**SPECIAL MEETING**

**TUESDAY, NOVEMBER 29,** **2022 9:00AM**

**STPPC OFFICE CONFERENCE ROOM, 163 W. HICKORY ST., PONCHATOULA, LA**

President Daryl Ferrara called the Special Meeting to order on Tuesday, November 29, 2022 at 9:00AM. Meeting was held at the STPPC Office Conference Room, located at 163 W. Hickory Street, Ponchatoula, LA.

Administrative Assistant Robyn Pusey gave the invocation. President Daryl Ferrara followed with the Pledge of Allegiance.

Commissioners Present: Daryl Ferrara, James Wes Daniels II, William “Bill” Joubert, Tina Roper, Timothy DePaula, and William Sims. Jimmy Schliegelmeyer, Jr. arrived at 9:04, shortly after the meeting began

Commissioners Absent: None

**APPROVAL OF AGENDA**

It was moved by Commissioner Daniels, II and seconded by Commissioner Roper, that the South Tangipahoa Parish Port Commission approve the Special Meeting Agenda for November 29, 2022, as presented. Motion passed. Yeas: 6 Ferrara, Daniels II, Joubert, Roper, DePaula and Sims. Nays: 0 Absent: 1 Schliegelmeyer, Jr.

***NEW BUSINESS:***

1. **Employee Evaluation form review**

Commissioner DePaula started by telling the Commissioners that he appreciated everyone being at the meeting and stated that he did receive some feedback about the form. Commissioner DePaula asked Executive Director, Patrick Dufresne his thoughts on the form, and Mr. Dufresne responded that he felt the form “looked routine”. Commissioner Joubert said that he would like to see a program of work added to the form. Commissioner Sims stated the format should be more structured, that there needs to be a way to outline what the specifications are by having real goals and expectations, to be more of a metrics driven platform so that the evaluation is more objective than subjective. He also said he thought what was being done today was a “really good starting point”. Discussion continued among the Commissioners as to what was important to include on the form and how to make clear what the expectations should be. Commissioner Roper stated this should be 2-part process, that in January the Executive Director would be given specific goals and expectations to be met for the coming year. Commissioner Joubert said it should be a formalized document that can be memorialized and not just an email. Commissioner DePaula said he felt torn and thought at this moment this was “a little unfair” to Executive Director Patrick Dufresne because he didn’t know that he really understood the job that Mr. Dufresne does every day. Commissioner DePaul stated he had only recently seen the by-laws for the first time and said” We are not supposed to interfere in the day-today operations of what Pat does.” Commissioner Daniels, II agreed. Commissioner DePaula said the next step would be to approve the evaluation form, have the Executive Director comment on how he’s hit these marks, and then the Commissioners would review his comments and add their own. Commissioner Joubert said he doesn’t think the evaluation should determine a salary increase and suggested this was “just a folder stuffer”. Commissioner Roper disagreed with Commissioner Joubert, stating that she and Commissioner DePaula had spent a lot of time looking at different evaluations that came from other ports. She said that some of the things are of great value and believes it would allow the Executive Director to see some of the vision that the board has for him as an employee going forward. She feels this is a good instrument that can be continually refined and puts the Commission back on track to do what the by-laws state they are supposed to do. Commissioner Roper also said that “we are out of the discussion of the port being a recreational park to being an actual economic driver for the parish, and, if that is the new vision, Pat needs to know too because he can’t operate a vision if he doesn’t know what the vision is.”

Commissioner Sims said he would like to add a miscellaneous section at the bottom of the form to include any additional information or comments from the Executive Director that are not included in the form, and Commissioner DePaula said that he would add a miscellaneous column at the end of the form.

A motion was made by Commissioner Sims and seconded by Commissioner Joubert to approve the evaluation form for the Executive Director. Motion passed unanimously. Yeas: 7 Ferrara, Daniels II, Joubert, Roper, Schliegelmeyer, Jr., DePaula and Sims. Nays: 0 Absent: 0

Commissioner DePaula told Executive Director Patrick Dufresne that he would email him the updated evaluation form and asked him to complete the form and return within 2 weeks that the Commissioners can have his comments by the next STPPC meeting. Regarding completion of the form, Commissioner DePaula said “it’s like going back to the beginning”, asking Mr. Dufresne to state what he had done, how the port looks and how things are being done. Mr. Dufresne said he wanted the Commissioners to know that typically the projects take a long time to complete. Commissioner DePaula was in agreement. Commissioner Roper expressed that the form is a Word document and asked that the form be typed and not handwritten.

Commissioner /President Ferrara asked if Robyn Pusey, Administrative Assistant had been evaluated. Commissioner Roper reminded him that the Executive Director evaluates the Administrative Assistant, and that “we don’t have anything to do with this.” Discussion among the commissioners continued. Commissioner Joubert was asked his thoughts on having a “planning session”. Commissioner Joubert referred to the planning session as a retreat and said that a retreat is not like a meeting with objectives that the board is approving. Commissioner Joubert said there should be discussion on visions, goals, and long-term planning, and that a Facilitator could help, and suggested the possibility of finding someone from another port to explain how things are done at that port. Commissioner Joubert said STPPC is welcome to hold the retreat at the Small Business Development facility on the Southeastern campus and will look at dates in January.

1. **Investment Accounts discussion**

Commissioner/President Ferrara told the Commissioners he and the Board treasurer looked for other companies outside of Hancock Whitney, “just to make sure we have a second set of eyes” on the investment accounts. He said that he and the treasurer first went to Chase Bank, however Chase Bank did not want to take on an entity like STPPC and “they passed”. Commissioner/President Ferrara said he had spoken to Shaun McArthur, Financial Advisor with Edward Jones who created a proposal for STPPC. Documents from Edward Jones and Commissioner/President Ferrara were placed in the Commissioners folder for review. Commissioner/President Ferrara said he will have Mr. McArthur present at the STPPC meeting on December 13th to review the proposal. He also said that he, Commissioner/Treasurer Schliegelmeyer, Jr., and Pat met with the port’s accountant, Lee Barends of ITL Accounting. A balance sheet was provided to the Commissioners which showed a little over $2.5 million in the Hancock general account. The Commissioners continued to discuss what amount of money was liquid and could be moved to the Edward Jones account. Commissioner Joubert suggested not to “drain the cash account” for 6 months. Commissioner Roper asked Port Director Patrick Dufresne to provide in writing what monies are liquid and what is obligated with a timeline of when the obligations need to be met. Commissioner/President Ferrara said he would discuss this with the port’s accountant, Lee Barends.

Before closing, Port Director Patrick Dufresne reminded the Commissioners that the Ethics and Sexual Harassment training is due by December 31st. Commissioner Roper also suggested that Commissioners may want to get a head start on completing the Financial Disclosure for 2023.

A motion was made by Commissioner Roper and seconded by Commissioner Daniels to adjourn the meeting. Motion passed. Yays: 7 Ferrara, Daniels II, Joubert, Schliegelmeyer, Jr., Roper, DePaula and Sims. Nays: 0 Absent: 0

Meeting adjourned at 9:42am

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James Wes Daniels, II, Secretary STPPC Daryl Ferrara, President STPPC