



St. Tammany Parish
Recreation District #4
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Mike Cooper, Parish President
James"Jimmie" Davis, Councilman
Jordan Johnson, Executive Director
Fabian Hartley, Athletic Director
Sherry Marrero, Administrative Assistant

Board Members
Gerrin Narcisse, Chair
Al Hamauei, Vice Chair
Steve Muller, Antoinette Wright,
Lucinda Roberts, Jody Charbonnet,
Wendy Batiste

**Board of Directors
Meeting Minutes
August 19th, 2020**

- 1. Call to Order: 6:40pm**
- 2. Opening Prayer & Pledge of Allegiance to our Flag.**
- 3. Roll Call: Al Hamaui- present**
 - Gerrin Narcisse- present**
 - Lucinda Roberts- absent**
 - Steve Muller- present**
 - Antoinette Wright- present**
 - Jody Charbonnet- absent**
 - Steve Muller- present**
 - Wendy Batiste- present**
- 4. Approval of Minutes July 15th, 2020- Al makes a motion to table the minutes from July 15th, 2020 meeting to get them where they need be. Two sets of minutes were done for July 15th,2020 meeting due to confusion of hiring a board secretary. Antoinette seconds the motion. All board members are in favor.**
- 5. Financial Report- Board discussed with Jordan the monthly financials. There was some money spent for the Back to School Bash. Al clarified that each bank needs to stay under the \$250,000.00 balance amount. Jordan and Sherry reassured the board members that each bank is under the \$250,000.00 balance. Motion to accept the financial report. Antoinette makes a motion to accept the financial report. Wendy seconds the motion. All board members are in favor.**

6. Director's Report – Jordan and Steve have been discussing a few of the projects that have been discussed for a long time such as the old library. Steve has given me a tremendous amount of feedback in the short time he has been on the board. I placed an order for two sanitation stations that Cal has researched in the amount of \$1,600.00. He has looked to go another route do to the fact that Home Depot sanitation products have been on back order for two months. Jordan has received a scholarship for the rest of the tuition for leadership program. Unfortunately, at this time the leadership will have to be postponed due to Covid-19. Sherry has been jumping on the Halloween Spooktacular event She has some ideas on how we can do Trunk or Treat this year. It will be similar to the Back to School Bash event. We are open to all ideas for the Halloween event. We have reached out to a few fence companies for estimates to repair the fencing at Keller Field In the meantime Calvin has been repairing the fencing until someone can come out to repair them all. The Back to School Bash was successful. We were able to help about 283 families. Committees have already started to form for next year. Please let me know if anyone would like the information to be in contact with the committee chair for the Back to School Bash. End of director's report.

- AI makes a motion to move up line item #4 New Business, 4. Insurance items to be reviewed by the board from the finance committee's meeting with Aubert Insurance. Representatives of Aubert Insurance. Steve seconds the motion. All board members are in favor. Representative from Aubert Inc. went over the new policy for Recreation District #4 that covers general liability & athletics. He went over changes and pricing. Board needs to talk to Laurie Pennison about what the parish would cover regarding the sexual harassment if Recreation District #4 would happen to get sued.
- AI makes a motion to add discussion about employee health Inc. policy/new rates that were sent from Mrs. Railynn Blue Cross Blue Shield representative. Will be added to line item number 4. Wendy seconds the motion. All board members are in favor.

Old Business

1. Board members to discuss committees to be appointed and discussed.(finance/budget/athletic/policy and procedure/personnel)= Gerrin sent out an e-mail to the board members regarding the committees. Gerrin suggested committees that best suits each board member due to their strenghts. Finance/budget committee would meet right before each board meeting. On the commitee will be AI, Sherry, Jordan, Gerrin, Jody,Fabian, and Jacki Schneider (questionable). Antoinette

makes a motion to accept the finance/budget committee. Wendy seconds the motion. All board members are in favor. Building and special projects committee, meets as needed. On the committee will be Steve, Jody, Al, Jimmy Lurent (questionable). Motion to approve the building and special projects committee. Al makes a motion to accept the building and finance committee. Steve seconds the motion. All board members are in favor. Athletics committee meets as needed, discusses all sports related subjects. On the committee will be Fabian, Gerrin, Wendy, Jordan. Motion to accept the athletic committee. Antoinette makes a motion to accept the athletics committee. Wendy seconds the motion. All board members are in favor. Policy and procedure committee meets as needed. Meets to address the issues and makes recommendations to the board. On the committee will be Jody, Antoinette, Lucinda. Motion to accept the policy and procedure committee. Antoinette makes a motion to accept the policy and procedure committee. Al seconds the motion. All board members are in favor. Personnel committee meets as needed to discuss personnel matters and serves as a hiring committee. On the committee will be Wendy, Lucinda, Antoinette. Motion to accept the personnel committee. Wendy makes a motion to accept the personnel committee. Al seconds the motion. All board members are in favor.

2. Discussion of tree monitoring that has been taking place to assure protection of our children. Update to see what new board members think about the situation. = Board to postpone discussion to next board meeting.
3. Board to discuss update on Keller Field Bathrooms/ material research from Steve Muller- Jordan shared with the board that Steve has been researching the Keller Field bathroom project. Steve shared with the board how they could save money versus what the previous contractor quoted. Steve believes that he could save the rec district money with changing some of the plans that the contractor has. Board discussed more ideas that could be done at Keller Field.
4. Board to discuss the finalization of hiring the board secretary- Board discussed the payment for hiring the board secretary. Motion to approve the pay wage for the board secretary at \$15.00 an hour max wages of \$500.00 a month. Al makes a motion to approve the pay wage for the board secretary at \$15.00 an hour max wages of \$500.00 a month. Steve seconds the motion. All board members are in favor. Al mentioned. He will start looking again for a new candidate.

New Business

1. **Discussion about an option concerning the old library-** Steve went to the clerk of court and got some info about cash sale. Jordan also researched about grants that can be used to rebuild the old library. Jordan would like to get the old library renovated for the community. We would have to get licensed contractors to renovate the old library. Al suggest that we have Jimmie Davis represent the rec center to see if the parish will give us the old library.
2. **Board to discuss using the Recreation center as (Register to Vote Event) for upcoming elections-** Board will speak to Laurie about this topic.
3. **Board members to discuss committees to be appointed and discussed. (finance/budget/athletic/policy and procedure/personnel)-** Discussed previously in meeting.
4. **Discussion about employee health Inc. policy/new rates that were sent from Mrs. Railynn Blue Cross Blue Shield representative-** Mrs. Railynn wanted to inform the board the employee health insurance policy went up about a \$100.00 a month. Al mentioned that we do not have to vote on an \$100.00 increase per month.
5. **Discussion about sections to add to Financial Policy: Financial Reporting, Record Retention, Public Meeting Policy-** Jordan wanted to inform the board that this is something that we can add to the policy and procedure. Jordan is working with Laurie on what to add to the policy and procedure. Motion to add these procedures to the policy and procedure and adopt the new procedures. Antoinette makes a motion. Wendy seconds the motion. All board members are in favor. Jordan will send out specifics by the end of the week. Board will meet soon to approve the new policy and procedures.
6. **Board members to discuss resolution for budget amendment.** Board discussed the resolution to get back into compliance with the budget. Motion to approve the resolution amendment of the 2020 budget. Al makes a motion to approve the resolution. Steve seconds the motion. Board votes, Al (yay), Gerrin (yay), Steve (yay), Wendy (yay), Antoinette (yay), Jody (absent), and Lucinda (absent). All board members are in favor.
7. **Board to nominate for board chair and board vice chair-** Antoinette nominates Al Hamaue for board chair. Al nominates Gerrin for vice chair.
8. **Board to meet for executive session (personnel matters)-** Board moves into executive session.

Public Comment

➤ **No public comment.**

Motion to adjourn:

- **Adjournment: 8:15 pm**
- **Next meeting date: 09/16/2020**