



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
Jacki Schneider, Vice Chair
Lenny Schmidt, Antoinette Wright,
Al Hamauei, Jody Charbonnet

**Board of Directors
Meeting Minutes
June 17th, 2020**

- 1. Call to Order: 6:33pm**
- 2. Opening Prayer & Pledge of Allegiance to our Flag.**
- 3. Roll Call: Jacki Schneider- absent**
Gerrin Narcisse- present
Al Hamauei- present
Lenny Schmidt- present
Antoinette Wright- present
Jody Charbonnet- present
- 4. Approval of Minutes May 27th, 2020- Approval of the May 27th, 2020 meeting minutes. Al makes a motion to approve the_May 27th, 2020 meeting minutes, with clarification that Al states that each bank does not exceed the total amount of \$250,000.00. Antoinette seconds the motion. All board members are in favor.**
- 5. Financial Report-Discussion of the monthly check register and bills that were paid. All baseball refunds have been issued due to the Covid-19 pandemic to force the cancellation of baseball season for 2020. We may have to reconfigure the budget to add a line item for audits. For several years in a row we were hit hard with a big bill for audits. Board discussed creating the budget committee, so that we can put money in a line item to cover audit expenses. Lenny makes a motion to approve the financial report. Al seconds the motion. Jody asked about the monthly amount of Jordan's directors cell phone bill. Jordan explained the cost of the cell phone bill. All board members are in favor of the financial report.**

6. **Director's Report** – I will be hosting a Back to School Bash zoom conference sometime this week. I will let everyone know the information when I get it set up for whoever would like to participate in the meeting. The Back to School Bash will more than likely be a free flow event. In the latest audit most rec centers have gotten pinged on a business disaster continuity policy and procedure. I am not sure the details of it, and plan to meet with the other director's around the parish to collaborate with them. This will need to be added to our policy and procedure. We are getting quotes to have the gutters cleaned out around the gym. The awnings over the doors in the front of the building need to be replaced. It is causing the doors to rust and have sever damage. The Juneteenth event that is planned will only be meeting at the park, they will not have access to the park. They will be parking at the gym to meet up only. Jordan updates the board on the walking trail. I had to create a I Pac account had to be created to go through a checklist to make sure we are doing everything by the book. He mentioned that the paperwork alone will take about a month. Jody asked about job descriptions. He wants to know when will the board meet to go over job descriptions. Jody, Gerrin, and Jordan will need to get together and go over the job descriptions and then review it with the rest of the board.

Old Business

1. **Insurance discussion update regarding Covid-19 coverage and harassment-** Jordan, Al, & Mrs. Laurie meet to discuss the insurance coverage. They talked about possibly adding sexual harassment coverage. More discussion about adding or removing items to the policy. We do have director's insurance which is good. Al mentioned, why do the audit companies and state put something together regarding the disaster continuity before a disaster strikes.
2. **Keller Field concession stand/bathroom discussion with options that Jordan sent out-** Al mentioned that he looked over all the options of what Jordan sent out. He suggested that we go back to the drawing board to see what we can put together. Jordan would like to come to some sort of decision, either we are going to renovate ours and bring it up to code or demolish what we have and build something new. Or the option of bring one of the preassembled buildings in. Al asked about the Prairieville company that he suggested to fix the doors. They want to charge \$85 just to come out and give a quote. Al suggested that we pay the \$85 to give the quote because they have been recommended highly by others to access the doors. Al suggested that Jody, Steve, and himself to meet to put something together and to move forward on this project.
3. **Keller Field rentals for travel team decisions-** The two teams who have been renting from us have been very cooperative. They are wanting to utilize Keller Field to start

practicing. Both coaches have been reaching out to me several times a week to see if Keller Field is available. Al mentioned that we cannot do anything until we get the approval from the parish president. We are currently in phase 2, and phase 2 does not allow us to rent out Keller field. Laurie states that she realizes that other rec districts are opening but wants to stress the severity of the practices that must be followed to allow reopening's. Such as strict guidelines of sanitation and social distancing. Rec Dist. 4 does not have these practices ready at the current time. And Keller Field does not even have a proper running bathroom. Laurie suggest that we should wait until the next update to see if we can move into phase 3. Jordan asked, if we put signage stating they can practice at your own risk, make sure to social practice social distancing, etc. Would they be able to practice? Laurie does not suggest that is a good idea to do so at the current time. Antoinette suggest that we should continue to follow what the parish is asking us to do.

New Business

1. Board secretary position discussion and hiring plans for the position- Jordan sent out the job description to the board. Jordan recommends to interview Rachel Mrs. Laurie's secretary. Mrs. Laurie says she will ask Karin with the state to see what the hiring procedures are for this position. Board members agree that she would be a good candidate for the position. Gerrin asked, do we have the money in the budget to pay the new position for the board secretary. Al moves that the board chairman to move forward with hiring the board secretary.
2. Setting up millage meeting for discussion- Mrs. Laurie asked, did anyone get the assessment of tax dollars. Jordan confirmed that we did receive some paperwork, but it does not look like it is what Mrs. Laurie is looking for. We will set up the meeting for the same day as the regular scheduled board meeting date.

Public Comment

- No public comment.

Motion to adjourn:

- Adjournment: 7:39 pm
- Next meeting date: 07/15/2020

