

## MINUTES

### SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, January 17<sup>th</sup>, 2019

A regular meeting of the Board of Commissioners for South Central Planning & Development Commission was called to order at approximately 10:30 a.m. on Thursday, January 17<sup>th</sup>, 2019 at Envie Restaurant in Thibodaux, LA.

Chairman T. Roussel called the meeting to order. J. Naquin then led the Board in the Pledge of Allegiance.

Members present or represented by proxy were: J. Naquin representing M. Triche, W. Reed, M. Arceneaux representing R. Animashaun, J. Cantrelle, A. Chiasson representing T. Eschete, T. Roussel, S. Nosacka, J. Foret representing P. St. Pierre, N. Robottom, Dr. H. Hardy, C. Monica, D. Hanagriff, D. Arthur, E. Foulcard, H. LaGrange representing F. Grizzaffi, R. Grogen, G. Dove, L. Charles, and J. Rogers.

Staff members present were: K. Belanger, P. Gordon, and E. Bergeron.

Members absent were: M. Atzenhoffer, J. Jones, E. Reinhardt, J. Bouziga, L. Cochran, W. Bendetto, J. Fisher-Perrier, P. Murray, IV, S. Carlos, B. Hebert, M. Marmande, Jr., and A. Williams.

K. Belanger introduced the guests who were in attendance: T. Fenton and D. Toepfer of Bourgeois-Bennet, A. Arceneaux of NSU, and Chancellor Strickland of FTCC.

The first item on the agenda was the Review and Acceptance of minutes of October 18<sup>th</sup>, 2018 Regular Meeting. ***It was motioned by J. Naquin, seconded by A. Chiasson to accept minutes of October 18<sup>th</sup>, 2018 Regular Meeting. There being no objections motion carried.***

Acceptance of the Management Committee Minutes of January 11<sup>th</sup>, 2019 was the second item on the agenda. ***It was motioned by S. Nosacka, seconded by N. Robottom to accept the Management Committee Minutes of January 11<sup>th</sup>, 2019. There being no objections motion carried.***

Next on the agenda was the Election of Officers. Chairman Roussel opened the floor to receive nominations for Chairman of SCPDC's Board of Commissioners. ***It was motioned by S. Nosacka, seconded by A. Chiasson to nominate N. Robottom as Chairwoman, T. Roussel as Vice-Chairman and for the offices of Treasurer, Secretary to remain the same with J. Naquin serving as Secretary and D. Hanagriff serving as Treasurer. There being no other nominations or objections, motion carried.***

At this time, newly elected Chairwoman Robottom took over chairing duties for the remainder of the meeting.

Review and Approval of the Financial Statement ending December 31<sup>st</sup>, 2018. K. Belanger reviewed the Financial Statement ending December 31<sup>st</sup>, 2018. He assured the Commissioners the Commission was doing well financially. ***It was motioned by T. Roussel, seconded by W. Reed to approve the Financial Statement ending December 31<sup>st</sup>, 2018. There being no objections, motion carried.***

Chairwoman Robottom introduced D. Toepfer of Bourgeois-Bennet who presented SCPDC's FY18 Audit. He reported there were no significant deficiencies, federal award findings or questioned costs reported during the audit. The Auditors has suggested for the Commission to periodically evaluate the collectability of loans in its federal loan programs and to adjust its interim financial statements and amend its budget to ensure the actual provision for doubtful loans does not exceed budgeted

amounts. T. Fenton reviewed the Schedule of Procedures and Associated Findings of the Statewide Agreed upon Procedures. In reviewing the Commission's Credit Card policy, it was found that the policy did not include specific transactions to fall under allowable business uses. Discussion ensued. ***It was motioned by S. Nosacka, seconded by L. Charles to accept the FY18 Audit. There being no objections motion carried.***

The Regional Bike and Pedestrian Plan was next on the agenda. S. Bruning relayed that SCPDC has received approximately \$338,000 in FHWA funds through LA-DOTD for a Regional plan. This is a 3 year data driven planning project that will focus on public engagement, best practices, policy recommendation, and identifying future projects. The public engagement campaign and meetings with stakeholders are set to begin in February. MetroQuest, a digital engagement software, has been purchased to help garner the public's participation. This tool will also be beneficial for future projects.

Item seven was the Resolution recognizing Terrebonne Parish Sheriff, Jerry Larpenfer and his department for assisting SCPDC with grass cutting and maintenance at the SCPDC office. ***It was motioned by J. Naquin, seconded by T. Roussel to adopt the resolution recognizing Sheriff Larpenfer and his department for assisting SCPDC with grass cutting and maintenance at the SCPDC office. There being no objections, motion carried.***

Next on the agenda for discussion was the resolution authorizing the CEO discretion to make administrative loan management, collection, and litigation decisions outside of the Loan Board setting. K. Belanger explained issues arise on occasion with loans which need tending to before the Loan Board can next meet. Granting the CEO this discretion will help the Commission to act more prudently and timely. Discussion ensued. ***It was motioned by S. Nosacka, seconded by D. Arthur to adopt the resolution authorizing the CEO discretion to make administrative loan management, collection, and litigation decisions outside of the Loan Board setting. There being no objections, motion carried.***

K. Belanger briefed the Commissioners on the four Personnel Policy Amendments being proposed.

The Anti-Harassment Policy was the first for discussion. Effective January 1<sup>st</sup>, 2019 state sexual harassment laws went into effect. SCPDC had no such policy in place. A labor lawyer drafted the Anti-Harassment Policy being presented. ***It was motioned by D. Hanagriff, seconded by T. Roussel to adopt the proposed Anti-Harassment Policy. There being no objections, motion carried.***

Amendment to the Grievance Procedure was next for discussion. The Grievance Procedure was written approximately 20 years ago when the Commission employed a very small staff. K. Belanger briefed the Commissioners of the revisions being made and the reasoning for the proposed amendment. ***It was motioned by J. Naquin, seconded by D. Hanagriff to adopt the proposed Amended Grievance Procedure. There being no objections motion carried.***

The third Personnel Policy Amendment to discuss was Disciplinary Action. K. Belanger stated a Performance Improvement Plan has been created. This plan may be in addition to written disciplinary action and may or may not be used to supplement an evaluation as appropriate. ***It was motioned by D. Hanagriff, seconded by E. Foulcard to adopt the proposed amended Disciplinary Action. There being no objections motion carried.***

The final policy amendment was in regards to a Credit Card Policy. It was advised by the auditors for SCPDC to include allowable business uses and review of the credit card statements to their Credit Card Policy. ***It was motioned by J. Naquin, seconded by A. Chiasson to adopt the proposed Credit Card Policy as amended. There being no objections motion carried.***

The Agency Activity Report was included in the meeting packet for Commission members to read at their leisure.

Under Other Business, K. Belanger relayed within the meeting packet was an informational flyer regarding the Ed Reed Park being created in St. Charles Parish with KABOOM grant funding. Also,

he announced that SCPDC received the 2018 Aliceann Wohlbruck Innovation Award from NADO for the "MGO Asset Management Software"

Next meeting date has been set for Thursday, April 18<sup>th</sup>, 2019 in St. Charles Parish, location to be determined.

There being no other business to discuss, ***J. Naquin motioned to adjourn the meeting, T. Roussel seconded. There being no objections, motion carried.***

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As duly authorized officers of South Central Planning and Development Commission, Board of Commissioners, we do hereby certify that the above and foregoing is the official version of the minutes of the meeting of the Board of Commissioners held on January 17<sup>th</sup>, 2019.

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Natalie Robottom, Chairwoman  
South Central Planning & Development Commission

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Jeff Naquin, Secretary  
South Central Planning & Development Commission