

**Administrative Committee Meeting Minutes
Capital Area Groundwater Conservation District
Renaissance Hotel
December 14, 2022, 10:30 a.m. – 11:30 a.m.**

I. Call to Order

Karen Gautreaux – CAGCD Administrative Committee Chairman

II. Roll Call

Gary Beard – CAGCD Executive Director

- Members present: Karen Gautreaux, William Daniel, Matt Reonas, Cyril Vetter, Jonathan Leo and Camille Manning-Broome. Members absent: Ken Dawson and Lane Ewing.

III. Establishment of a Quorum

Karen Gautreaux – CAGCD Administrative Committee Chairman

Chairman Gautreaux declared the presence of a quorum with 6 members present.

IV. Invocation

Gary Beard – CAGCD Executive Director

V. Pledge of Allegiance

Gary Beard – CAGCD Executive Director

VI. Recognition of Guests

Karen Gautreaux – CAGCD Administrative Committee Chairman

- Lauren Browning – soon to be hired Administrative Assistant
- Catherine Crawford – Boles Law Firm

VII. Amendments to the Agenda

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There were no amendments to the agenda.

VIII. Approval of Minutes – June 16, 2022 – (action required)

Karen Gautreaux – CAGCD Administrative Committee Chairman

- Motion by Mr. Daniel and second by Mr. Leo to approve the minutes of the June 16, 2022 meeting as presented. No objection. Motion passed.

IX. Executive Director's Report

Gary Beard – CAGCD Executive Director

a. Bylaws and Rules of Order – Final Revision (**action required**)

- i. Motion by Mr. Reonas and second by Mr. Daniel to accept the By Laws and move to the full Board for approval. No objection. Motion passed. There was further discussion among Board members.

- ii. Mr. Leo suggested when the Board finds it appropriate to censure a member, it should then be brought to the Governor's office for approval.
- b. Confidentiality and Conflict of Interest Acknowledgement and Disclosure - Catherine Crawford (**action required**)
 - i. Mr. Daniel said most political subdivisions have a rule that states once a RFP has been put out there, responders are not allowed to reach out to the District Commissioners. Commissioners agreed this should be implemented.
 - ii. Mr. Leo said there is an obligation of transparency and openness to the District and one another. He disclosed that he received a phone call from one of the CSRS employees (responding to RFP). All members present said they also received a call.
 - iii. Ms. Manning-Broome requested all Board and committee meetings and deadlines be sent through a calendar invite.
Motion by Ms. Manning-Broome and second by Mr. Reonas to approve and send to the full Board for approval. No objections. Motion passed.
- c. Rewards and Recognition Policy (**action required**)
 - i. Beard said this was filed with the same language as other state agencies and the civil service commission approved it. This allows, at the time the board allocates additional funds, the Executive Director can use them for that purpose.
 - 1. Chairman Daniel suggested this go to the executive committee for approval.
 - ii. Ms. Gautreaux suggested to include this with the policies and procedures.
 - iii. Motion by Mr. Daniel and second by Mr. Leo to defer the Rewards and Recognition policy to a future meeting. No objections. Motion passed.

X. Chairman's Report

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There was nothing to report.

XI. Member Agenda Items

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There were no agenda items. Mr. Leo commented he and some of the Board members were working with Catherine, Gary and Kellie on a Legal Ethics study. Mr. Beard responded this item will be brought to the Executive Committee for review.

XII. Old Business

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There was no old business.

XIII. New Business

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There was no new business.

XIV. Commissioner Comments

Karen Gautreaux – CAGCD Administrative Committee Chairman

- Mr. Vetter requested the 12/13/22 correspondence from him to Mr. Beard be sent to all the Commissioners and make it part of the record.

XV. Announcements

Karen Gautreaux – CAGCD Administrative Committee Chairman

Chairman Gautreaux reminded the Committee to have Ethics and Sexual Harassment training completed by the deadline of 12/31/22.

XVI. Public Comment (Non-agenda items only)

Karen Gautreaux – CAGCD Administrative Committee Chairman

- There was no public comment.

XVII. Adjournment

Karen Gautreaux – CAGCD Administrative Committee Chairman- **(action required)**

- Motion by Mr. Daniel and second by Mr. Vetter to adjourn the meeting. Meeting adjourned.



Gary J. Beard, Executive Director

Members of the Commission who are not members of a Committee may attend committee meetings and participate in their capacity as citizens, but such participation must be limited to providing comment as is available to any other member of the public, as described by La. R.S. 42:14(D). Although it is possible that a quorum of the Commission may be in attendance at such Meeting, NO action of the Commission as a whole will be taken.