

**PORT OF IBERIA DISTRICT
BOARD OF COMMISSIONERS
SPECIAL MEETING - FRIDAY, JUNE 8, 2012
PORT ADMINISTRATIVE OFFICE - 11:45 A.M.
MINUTES**

The special meeting of the Port of Iberia District Board of Commissioners was called to order by the Board President, Raymond Bernard, Jr. at the Port of Iberia Administrative Office, on Friday, June 8, 2012 at 11:45 A.M.

In attendance were Commissioners Raymond Bernard, Jr., President, Millie Martinez, Vice-President, Frank Minvielle, Secretary-Treasurer, Gene Jefferies, Mark Dore, Mike Resweber, and Danny J. David, Sr.

There were no Commissioners absent.

Also present were Roy Pontiff, Executive Director, Joanna D. Durke, Administrative Assistant, and Ray Allain, Port Attorney.

Thus, with a quorum being acknowledged, Commissioner Danny David, Sr., recited the opening prayer and the Pledge of Allegiance.

The purpose of the Special Meeting was to receive a presentation from Ms. Kelli C. Foret, SPHR, Owner/President of The HR Design Company, L.L.C. relative to behavioral-based interviewing techniques. In addition, the recruitment process (including any additional advertising for the position) as it relates to the hiring of a new Executive Director due to the current Executive Director retiring December 31, 2012 was also on the Special Meeting Agenda for review and discussion.

I. MS. KELLI C. FORET, SPHR, OWNER/PRESIDENT, THE HR DESIGN COMPANY, L.L.C., TO ADDRESS THE BOARD & MAKE A PRESENTATION ON BEHAVIORAL-BASED INTERVIEWING TECHNIQUES.

***Discuss/Approve The HR Design Company, L.L.C. Invoice for May 2012 Services.

Ms. Kelli C. Foret, SPHR, Owner/President, The HR Design Company, L.L.C., made a presentation to the Board on Behavioral-Based Interviewing Techniques. Ms. Foret has over 10 years experience in Human Resources. She has served companies with 500+ employees and led major efforts in compensation plan redesign, organizational development and corporate turnaround. Her areas of expertise include Employee Engagement and Performance and Accountability Strategies.

Ms. Foret explained that behavioral-based interviewing is basically learning about past behaviors as well as past experiences to predict future behavior. To date, twelve candidates have submitted resume's for the Executive Director position. The deadline for

submission of resume's is June 29, 2012. Ms. Foret presented a "Hiring Criteria Checklist for Applicants" to the Board for review. The checklist was developed from the job criteria as stated in the Executive Director Employment Advertisement. Core Competencies is not included in the Hiring Criteria Checklist. Core Competencies are usually addressed during the interviewing process, and not during qualifying the candidates.

Commissioner Mike Resweber questioned if any of the qualifications were "weighted". Ms. Foret indicated that she did not use any "weighting tools" in the process; however, after interviewing Mr. Pontiff, Executive Director, she plans on selecting approximately the top five candidates (the actual number has not been determined yet). Based on the resume and information obtained, the Board will have the opportunity to review and determine the candidate selection as well. She feels that it would be good idea if the Board wants to assign a "weight of importance" to the Hiring Criteria Checklist for Applicants. Commissioner Bernard feels that any "weighting" could be determined by a Committee, then presented to the full Board for further review an discussion. Lengthy discussion ensued.

Ms. Foret indicated that the time frame for the first round of phone interviews will be 30-40 minutes. The questions are pre-developed and based on the core competencies derived from the Executive Director Employment Advertisement. In addition, the questions are also developed to focus on the job qualifications as listed. Ms. Foret stated that the Recruitment Committee will need to determine which questions and/or sections should be covered during the phone interview, as well as which questions and/or sections should be covered during the in person interview. The candidates will receive the questions 30 minutes prior to the telephone interview. The questions will be emailed to the candidate.

Ms. Foret described the six (6) sections in which the Board should determine is the most important to cover in round two of the interview process. The sections are as follows: Fostering a Tem Environment, Creating Organizational Transformation, Maximizing Performance Results, Building Trust and Accountability, Promoting High Performance Culture, and Building Coalitions. Lengthy discussion ensued on various aspects of the interviewing process, choosing the qualified candidate, as well as the necessary background screening of the candidates, etcetera. Commissioner Bernard does not feel it is necessary to disclose the applicants names and/or resumes' until the application process is officially closed.

A motion was made by Commissioner Danny David, Sr., seconded by Commissioner Gene Jefferies, to approve and authorize payment in the amount of \$600.00 to The HR Design Company, L.L.C. as it relates to HR Consulting Services for the month of May 2012, in order to facilitate the hiring of a new Executive Director for the Port of Iberia District.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Raymond Bernard, Jr., Millie Martinez, Frank Minvielle, Gene Jefferies, Mark Dore', Mike Resweber and Danny J. David, Sr.

Nays: None.

Absent at Voting: None.

And the motion was therefore passed on this the 8th day of June 2012.

II. DISCUSS RECRUITMENT PROCESS AS IT RELATES TO THE HIRING OF A NEW EXECUTIVE DIRECTOR DUE TO THE CURRENT EXECUTIVE DIRECTOR RETIRING DECEMBER 31, 2012.

Commissioner Bernard, Board President provided the Board with an updated timeline for the POI Executive Director Search.

A motion was made by Commissioner Danny David, Sr., seconded by Commissioner Mike Resweber, to authorize the Board President to continue to work with The HR Design Company, L.L.C. regarding the recruitment process as it relates to the hiring of a new Executive Director due to the current Executive Director retiring December 31, 2012.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Raymond Bernard, Jr., Millie Martinez, Frank Minvielle, Gene Jefferies, Mark Dore', Mike Resweber and Danny J. David, Sr.

Nays: None.

Absent at Voting: None.

And the motion was therefore passed on this the 8th day of June 2012.

III. DISCUSS/APPROVE ANY ADDITIONAL ADVERTISING REGARDING THE EXECUTIVE DIRECTOR POSITION IN VARIOUS NEWSPAPER PUBLICATIONS.

It was noted that the Board was presented with a copy of the Executive Director Employment Position Advertisement for review.

Commissioner Bernard, Board President, reported that the organizations in which the Executive Director advertisement were provided to included: PAL (email blast & newsletter); GPAA (email blast); GICA (email blast & July newsletter); AAPA (website posting & email blast); and LIDEA (website posting & email blast).

Commissioner Bernard also indicated to the Board the newspapers which were targeted for the advertising of the new Executive Director employment position. As of this meeting date, The Daily Iberian and The Advocate published the advertisement on Sunday, May 27, 2012. The Daily Iberian is scheduled to publish the employment advertisement once again on Sunday, June 10, 2012. The Advocate employment advertisement cost also included online posting for seven (7) days. The Daily Iberian provided the POI with an option for website posting for an additional cost (this option was not taken). In addition, The Advocate provided the POI with Acadiana coverage, as well as the Baton Rouge area.

Commissioner Bernard described to the Board the costs involved with advertising in The Daily Advertiser, The Press Release (Mobile, Alabama), and The Houston Chronicle. Commissioner Bernard also described the options for consideration by each newspaper. Commissioner Bernard expressed concern with the astronomical costs involved if the Port were to publish in all of the aforementioned newspaper publications. He asked the Board

for their comments and requested direction from them. Discussion ensued.

A motion was made by Commissioner Mark Dore', seconded by Commissioner Frank Minvielle, to approve and authorize that the Executive Director Employment Position Advertisement be published in The Houston Chronicle on Sunday, June 10, 2012 at a cost of \$1,910.00, and motion further acknowledges that the cost includes 30 days of online posting with The Houston Chronicle.

This motion having been submitted to a vote, the vote thereon was as follows:

Yeas: Raymond Bernard, Jr., Millie Martinez, Frank Minvielle, Gene Jefferies, Mark Dore', Mike Resweber and Danny J. David, Sr.

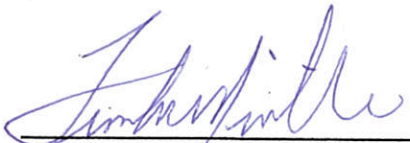
Nays: None.

Absent at Voting: None.

And the motion was therefore passed on this the 8th day of June 2012.

IV. ADJOURNMENT.

On a motion by Commissioner Danny David, Sr., and unanimously seconded by the Board of Commissioners, the meeting was adjourned at 1:07 P.M.



SECRETARY-TREASURER



PRESIDENT