

Louisiana Naval War Memorial Commission
Executive Committee Meeting
August 5th, 2022, 09:00am
Manship Deck at the USS KIDD Museum

Executive Committee Members Present:

Robert "Bob" Hawthorne (Chairman)
Aaron Bayham (Secretary)
Joe Jenkins (Past Chairman)
H. Davis Cole (At Large)

Larry Muenzler listened via phone call

Others Present:

Rosehn Gipe (Executive Director, USS KIDD)

Call to Order: Chairman Robert Hawthorne called the Executive Committee Meeting to order at 09:32am.

Executive Director Search: Over the past month, the Executive Director Search Committee (consisting of all members of the Executive Committee) have reviewed over 30 applicants for the Executive Director position to replace Rosehn Gipe when she leaves in October 2022. After reviewing the applicants, the Search Committee narrowed the search down to two candidates and on Tuesday, August 2nd, 2022 conducted interviews with those candidates via Zoom. The Search Committee unanimously agreed that the most qualified candidate was Parks Stephenson, and wishes to engage Mr. Stephenson for employment beginning in early October, 2022.

H. Davis Cole makes a motion to present Parks Stephenson to the full Commission as the recommended hire for Executive Director and authorize the Chairman to enter negotiations with the candidate regarding the final employment agreement. The motion is seconded by Joe Jenkins and passes without objection.

The negotiated agreement will be presented to the full Commission prior to the Commission Meeting that will be held at 4pm on Thursday, August 11th, 2022, at which the Executive Committee will ask for a motion to accept the employment agreement with Mr. Stephenson by the Commission. The Executive Committee will invite Mr. Stephenson to be available during that meeting to speak with Commissioners and answer questions. The Committee discussed whether Mr. Stephenson should be at the meeting in person, but after considering various factors, agreed that we should ask him to appear virtually by Zoom.

New Business:

Proposed changes to the Employee Manual: Rosehn explains a few minor changes and additions that she would like to be amended in the Employee Manual, pertaining to dress code, absenteeism and accrual of vacation time. The Committee discusses the changes and offers recommendations on a few changes to the language specifically regarding suspension after 3 missed shifts as opposed to immediate termination (the red-lined changes are attached to these minutes).

H. Davis Cole makes a motion to present the changes to the Employee Manual (along with the tweaks discussed by the Committee) to the full Commission for approval at the meeting on August 11th, 2022. Aaron Bayham seconds the motion and the motion passes without objection.

Employee Mid-Year Raises: There is a consensus among the Executive Director and Executive Committee that mid-year employee raises are in order for full-time employees. The Executive Director proposes a 5% “cost-of-living” increase for Tim Nessmith, and a 5% “cost-of-living” increase along with a 5% “merit increase” (total of 10% increase) for Todd Maulding. The Executive Committee is in agreement with the Executive Director’s proposal.

H. Davis Cole makes a motion to present the proposed salary increases to the full Commission for approval at the meeting on August 11th, 2022. Joe Jenkins seconds the motion and the motion passes without objection.

Part-timers currently make between \$9-\$11/hour, and there was some discussion regarding if those rates should also come up in the near future, but this issue can be discussed with the Executive Director at a later date.

Adjournment: The Chairman asked the Committee if there were any other questions or concerns the Committee wished to address. Seeing none, Commissioner Joe Jenkins made a motion to adjourn. With no objection, the meeting was adjourned at 10:36am.

Respectfully submitted,



Aaron Bayham, Secretary