

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 19, 2018
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

Present:	Margaret Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	Mike O'Quinn-Board Member
	Evelyn White-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	Sarah Higdon-Events Services

Absent:	George Vincent-Board Member	Darwin Pinder-Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O'Quinn made a motion to accept the Agenda as presented. J. C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J.C. Cormier made a motion to accept the November 2018 regular meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial report as presented for November 2018:

Mr. Moreno briefly explained why the Income line is below budget. First, the Income line when presented for the month is just the annual budget evenly dispersed through each month. Each facility has fluctuations in the event calendar based on the type of event that will book, attendance, as well as various other factors thus it is difficult to forecast revenue each month. Secondly, a recent change in the way client invoices will post to the financial reports will take some time for this new recording practice to even out. In the past as clients were invoiced for services, the charges appeared on the financial reports as earned income regardless if the funds were received. To better present the actual received Income in the banking accounts the invoices that are pending payment will be marked in such a way that they will not post as income received. The result will better reflect the figures found on the Cash Flow and Events Receipt Reports that are included in the financial packet.

The Expense side showed no major issues to report for the month. With two aging buildings, major maintenance is also difficult to forecast. With proper maintenance as needed hopefully those surprises can be kept to a minimum.

Year-to-Date income is up \$29,000 or 12% above budget while expenses are down \$35,000 or 5% below budgeted projections. The main reason for the expenses appearing so below budget is the line item for Wages, Salaries, and related benefits associated with full-time employment. Currently there are a couple of positions both full and part time that are open but management hopes to have these filled in the coming weeks and as the event calendar dictates.

Evelyn White made a motion to accept the financial report as presented for November 2018. J. C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena-Renovations Project Update (Mr. Ellender)

During last month's meeting Mr. Ellender presented the board with the results of the bond testing that occurred for the application of insulation at the Arena. Since this meeting Mr. Ellender and Mr. Moreno were able to reevaluate all the proposed renovation projects that are scheduled during the time frame in which the Arena will be closed to the public. Several projects were presented, so deciding which projects to accomplish during this very narrow window that directly impact utilization of the facility are crucial.

Mr. Ellender presented and discussed a list of the renovations recommended during this period. Renovations thus far are as follows: LED Lighting upgrades; removal and reapplication of the insulation; HVAC upgrades to restrooms and concessions; upgrades and renovations to the concession stand; addressing the glare issues from the spectator's standpoint looking into the performance arena; and automated dust control system in holding and warm-up areas.

Mr. Moreno recommended that the Board consider moving forward with the renovations and upgrades as presented. With the time needed for the Architect's to prepare the bid packets and specifications in accordance with public bid laws, approving these renovations early is extremely essential.

Evelyn White made a motion to accept the Arena Renovations Project items as presented and to proceed with the preparation of the bid packet. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss proposed HR Policy Manual changes

Last month the Board adopted a revision to the HR Manual which rewrote the Authorities drug and alcohol policy. This revision included a requirement that each new hire be subject to a pre-employment drug screen and the implementation of random screening throughout the Authorities employment field. Notices has been provided to employees in public areas stating that the policy will be effective January 1st, 2019 with all current employees to be tested as a starting point after such time.

Mr. Moreno while researching this policy and comparing it to other local municipalities and governmental agencies came across a benefit offered that he would like to acknowledge and request the Board consider as an added benefit to the Authorities employees. The program is called the Employee Assistance Program (EAP) and in short offers a variety of counseling services at no cost to the employee and will also give the Authority a way to rehabilitate an employee rather than mere termination. Although current full-time employees who have elected the benefits option have had these behavior health services offered through the Parishes medical benefits plan, all other full and part-time employees have not. This program if approved would be offered to all full and regular part time employees regardless of their participations in the health benefits plan.

Regardless if the Board accepts to offer this additional benefit, Mr. Moreno recommends the Board accept the Drug Free Workplace Policy as previously presented to be added to the HR Policy Manual.

J.C. Cormier made a motion to accept the Drug Free Workplace policy to the current HR Manual as presented and to include the Employee Assistance Program (EAP) benefit to all full and regular part time employees. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. 2019 Executive Committee nominations

Mr. Moreno reminded the board of the Authorities by-laws that state no member of the Executive Committee may sit in a position for more than two (2) consecutive terms. The current Executive Board has been in place for 2 years and a new Executive Committee must now be voted on and in place prior to the start of the new calendar year. A nomination and election process were conducted with the following results:

Executive Committee for the 2019 calendar year

J. C. Cormier-Chairman
Coy Vincent-Vice Chairman
Evelyn White-Secretary/Treasurer

Mike O'Quinn made a motion to accept the Executive Committee nominations as presented for the 2019 calendar year. J.C. Cormier seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

The final lift on the black top of Arvel Loop as been completed. Some drainage and dress up still needs to be addresses but this portion of the RV Park project is nearing completion and the park will soon be open for business. Mr. Moreno informed the board that considerations are being made to limit the south entrance to the complex during weekdays in an effort to minimize the additional wear and tear on the Authorities parking lot and drives.

Mr. Moreno stated that the entire complex will be closed for Christmas Eve and Christmas Day. The following week the Admin office only will be closed New Year's Eve and the entire complex on New Year's Day but will be back in full operation on the 2nd of January.

Lastly Mr. Moreno presented the outgoing Chairperson, Mrs. Meg Lovejoy with a plaque expressing appreciation for her service and dedication to the board these past two years.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss J.C. Cormier made a motion to adjourn. Mike O'Quinn seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, January 16, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.