

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
November 20, 2013  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:31 p.m. by Dr. George Vincent**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Dr. George Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Dr. George Vincent-Vice Chairman	Bob Hardy-Board Member
	Mike O'Quinn-Board Member	Meg Lovejoy-Board Member
	Coy Vincent-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Asst. Manager	

Absent:	Greg Robertson-Chairman	Evelyn White-Secretary/Treasurer
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**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Meg Lovejoy made a motion to accept the proposed agenda as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Mike O'Quinn made a motion to accept the October 2013 minutes as presented. Bob Hardey seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for October 2013. Reimbursement funds for Capital Outlay were not received during the month of October due to administrative delays at the office of Facility Planning and Control. Funds were however received in November and will be reflected on next month's financial report. The 2<sup>nd</sup> amended cooperative endeavor for the Authorities Capital Outlay project has been completed, bringing the total funds available for the Events Center project to \$5.5 million. The final amendment adds the additional \$1.5 million in funding made available this past legislative session. This cooperative endeavor increases the states participation to approximately 55% of the project, less change orders.

Mike O'Quinn made a motion to accept the October 2013 financial reports as presented. Meg Lovejoy seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held earlier that day. The contractor is coordinating with all sub-contractors to be able to work simultaneously in the main exhibit hall in order to keep the project on schedule while application for permanent power and gas have been submitted. Mr. Broussard reported that the project continues to move forward with no current adjustments to the completion date of June 3, 2014.

Mr. Moreno updated the board on discussions that have been taking place over the last several months regarding the proposed lighting plans. The current plans did not include any dimming options for any of the meeting rooms and called for a high bay type lighting fixture to be used in the main exhibit room. This type of lighting would limit the options management had to operate the facility. After several discussions with the electrical engineer, an acceptable scope of work to suit the needs of the facility has been presented. The general contractor is asking for a change order in the amount of \$103,426 to upgrade the lighting system to the Events Center to include dimmable LED fixtures in the main ballroom and dimming options for all other rooms.

Bob Hardy made a motion to accept the change order request as presented in the amount of \$103,426.00 for lighting upgrades. Mike O'Quinn seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Human Resources Committee Report (Mrs. Lovejoy)**

Mrs. Lovejoy gave a brief update from the Human Resources Committee meeting held earlier this month. Items discussed were as follows:

**1) Board of Director's Policy Manual**

The Board of Director's Policy Manual was reviewed and discussed and suggestions were made for updates to the policy. Once the manual is updated a final draft will be presented to the full board for approval.

**2) Employee Policy Manual**

The Employee Policy Manual was reviewed and several updates were discussed. The travel and entertainment details were out dated and needed to be revised. After discussion, it was the recommendation of the HR Committee that all related details to travel and entertainment be referred to the Louisiana State Travel and Entertainment guide. This action ensures that these policies are constantly being updated by a much larger agency and fluctuate based on current market rates.

Mike O'Quinn made a motion to have the Authorities Employee Policy Manual regarding travel and entertainment echo that of the Louisiana Travel Policy regulations. Bob Hardy seconded the motion. All voted and approved.

### **3) Medical Benefits**

The committee also discussed the medical benefits offered to all full time employees. Although the Authority accepted the policy to offer medical benefits to all full time employees, the manual was never amended to include the details regarding the specifics of the plan. This amendment will be made at a later date once all proposed amendments have been presented.

### **4) Life Insurance**

The committee discussed the life insurance benefits of each employee which is not specifically outlined in the Policy Manual. Currently the Authority only offers a specific amount of coverage for the Director but no monetary amount of life insurance is clearly defined for all other full time employees. The committee made a recommendation to the board that each eligible full time employee be offered \$30,000 in life insurance benefits. Any additional coverage the employee chooses for themselves and/or any dependant coverage will be their sole responsibility.

Mike O'Quinn made a motion to update the policy manual to include \$30,000 in life insurance be included in the benefits package for each eligible employee. Bob Hardy seconded the motion. All voted and approved.

### **5) Retirement Benefits**

The committee discussed retirement benefits for each eligible employee. Since the Authority has opted to participate in a 457b type of retirement system as opposed to the Louisiana Municipal Employees Retirement System, the committee needed to finalize a contributory match for the employees. The committee recommended a similar match to the current MERS match of 2:1, not to exceed 10% of each eligible employee's annual earnings.

Meg Lovejoy made a motion to accept the recommendation of the committee for a 2:1 retirement match not to exceed 10% of each eligible employee's annual earnings for retirement benefits. Bob Hardy seconded the motion. All voted and approved.

### **6) Retirement Benefit Providers**

The committee also reviewed and discussed several proposals from independent companies to manage the Authorities retirement plan. After discussion, the committee recommends accepting the plan offered by the Louisiana Deferred Compensation Plan, facilitated by Great West Financial.

Meg Lovejoy made a motion to accept the proposal with the Louisiana Deferred Compensation Plan facilitated by Great West Financial. Bob Hardy seconded the motion. All voted and approved.

**B. Review and discuss Bessette Development Invoice #16 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #16 from Bessette Development in the amount of \$494,343.90 for construction services during the month of October 2013.

Coy Vincent made a motion to accept and pay Bessette Development Invoice #16 in the amount of \$494,343.90. Bob Hardy seconded the motion. All voted and approved.

**C. Review and discuss Southwest Construction Material and Testing Invoice #16 for testing services for Phase II Events Center Project**

Mr. Moreno presented Invoice #16 from Southwest Construction Material and Testing in the amount of \$2,201.00 for testing services for the month of October 2013.

Bob Hardy made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #16 in the amount of \$2,201.00 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**D. Review and discuss Invoice #16 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #16 from Ellender and Broussard in the amount of \$7,563.47 for architectural and engineering services.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #16 in the amount of \$7,563.47 as presented. Bob Hardy seconded the motion. All voted and approved.

**E. Review and discuss Invoice #11916 from Myriam Hutchinson Designs for interior design consultation.**

Mr. Moreno presented invoice #11916 from Myriam Hutchinson Designs in the amount of \$6,250.00 for 75% complete installment.

Meg Lovejoy made a motion to accept and pay Myriam Hutchinson Designs Invoice #11916 in the amount of \$6,250.00 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on the current operations of the facility. The Event Center committee has postponed their meeting until all chair samples have been received. The arena has a very busy event schedule throughout the remainder of the year. Mr. Moreno once again discussed expansions to the current amenities at the arena and informed the board that preliminary design discussions and plans are underway at this time.

Mr. Moreno also updated the board on the current sewer expansion being conducted by the Police Jury. The lift station has been completed and the forced main has been installed along the Authorities property. The contractor is currently working just east of the property and hopes to have this project complete by early 2014.

In conclusion, Mr. Moreno thanked the board for their continued support and commitment as he recently reached his 10 year anniversary with the Authority.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss, Dr. George Vincent entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, December 18, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**