

West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
September 16, 2015  
West-Cal Events Center  
Sulphur, Louisiana

Meeting was called to order at 5:30 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Evelyn White

**ROLL CALL:**

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Evelyn White-Board Member
	George Vincent-Board Member	Mike O'Quinn-Board Member
	J.C. Cormier-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	
Absent:	Meg Lovejoy-Vice Chairman	Greg Robertson-Secretary/Treasurer

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Mike O'Quinn made a motion to accept the agenda as presented. Dr. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Dr. George Vincent made a motion to accept the August 19, 2015 minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for August 2015. The Hotel-Motel Tax's for the 4<sup>th</sup> quarter were received in the amount of \$437,794.39 which concluded the fiscal year. The funds are recorded during the month of August but were earned during the 4<sup>th</sup> quarter which ended June 30<sup>th</sup>. The Authority's cap of \$1.2 million was reached with an excess of \$16,000 which will be dispersed in the 1<sup>st</sup> qtr collections for the new fiscal year.

The significant increase in the Concession Income is due in large part from a receivable collected from one of the Event Centers' multi day contracts with one of the local industries. This group contracted the facility for companywide training classes over several months' time period, the majority of which were hosted early summer.

Another item of note is the savings the Authority received on the property coverage renewal. This was a net savings of \$8,000 from the previous annual insurance premium.

Mr. Moreno also gave an update from Senator Johns regarding the reduction on the Hotel-Motel Taxes cap for the current fiscal year. The Louisiana Fiscal Office confirmed that the reduction was based off of the amount collected from the previous year and was reduced to match that figure. Mr. Moreno

explained that there is a process that has to take place for that reduction to be reversed and that the Fiscal Office indicated this usually starts in the late fall prior to the legislative session the following spring.

Evelyn White made a motion to accept the August 2015 financial report as presented. Mike O'Quinn seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Events Center Update (Ellender/Broussard)**

Mr. Broussard gave an update on the status of the warranty items remaining on the Events Center Project. Bessette Development was provided with an updated list of the items that still need attention as dictated by the Architects and are working with their appropriate subs to correct them. A few of the items that are still needing to be rectified are two faulty VAV boxes; replace an LED light fixture in the walk in cooler; correctly fasten the metal under the porte-cochere; random blinking of the lights in exhibit hall. Also discussed were the water heaters and the corroded mixing valve.

**NEW BUSINESS:**

**A. Review and discuss invoice #M-10025 from Hutchinson Interior Design, Phase II Events Center project**

Mr. Moreno presented Invoice #M-10025 from Hutchinson Interior Design, Phase II Events Center project in the amount of \$6,250.00.

J.C. Cormier made a motion to accept and pay Invoice #M-10025 in the amount of \$6,250.00. Evelyn White seconded the motion. All voted and approved.

**B. Human Resources Committee Report**

Mr. O'Quinn gave an update from the Human Resources Committee meeting. The committee met to discuss a few items that needed attention in the Employee manual and to discuss the Executive Director's employment contract. The first item discussed was the way vacation time is accrued and the timing that annual vacation is granted for eligible employees. Currently vacation time is accrued on a calendar year and the committee would like to recommend that vacation time for current eligible full time employees be accrued on the anniversary of their hire date rather than calendar year.

George Vincent made a motion to change the time frame in which vacation time is granted to all eligible employees from the calendar year to their respective hire date. J C Cormier seconded the motion. All voted and approved.

The second item discussed was in reference to the Employee Sick Policy. Mr. Moreno was asked by the committee to create a comparative report with other local municipalities in which he presented. The concern with the current policy was that there is currently no cap on how much sick leave an individual may accumulate. The board recommended this item be tabled and referred back to Human Resource committee for more discussion.

Evelyn White made a motion to refer the sick policy updates back to the Human Resource Committee for further review. J.C. Cormier seconded the motion. All voted and approved.

The last item discussed was the employment contract of the Executive Director.

Mike O'Quinn made a motion to go into executive session for discussion. J. C. Cormier seconded the motion. All voted and approved.

Mike O'Quinn made a motion to resume the regular meeting. George Vincent seconded the motion. All voted and approved.

Evelyn White made a motion to accept the recommendation of the Human Resources Committee as it relates to the renewal of the Employment Contract for the Executive Director. J.C. Cormier seconded the motion. All voted and approved.

**DIRECTOR'S REPORT**

Mr. Moreno gave a brief update on the Authorities operations. The Bond Commission met and approved the bond refinance application submitted by the Authority last month. The broker handling the Authorities bond refinance sent Mr. Moreno a letter stating that two local banks expressed interest but have since declined any further interest. The Broker has asked that this option be tabled until the next Board of Directors meeting to see if any new banks have expressed interest.

Mr. Moreno discussed some future enhancements that need to be considered for the Events Center that were removed from the original project. A couple items are some landscaping and more permanent fencing to separate the facilities.

Also, Mr. Moreno informed the board that a local religious organization has requested a long term contract at the Events Center for religious services to be held every Sunday for a period of 1-2 years. Mr. Moreno suggested that the board contact their legal counsel and refer this subject back to the Events Center committee once additional details are reviewed.

The Arena committee has been meeting and discussing expansions to the current facility over the last few months. Mr. Moreno suggested that the board take a moment and review the current Architectural contract before moving forward with any future expansion projects and see what is in the best interest for the Authority.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

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

**The next regular meeting of the Board of Directors will be held on Wednesday, October 20, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**