



BATON ROUGE NORTH ECONOMIC DEVELOPMENT DISTRICT
REGULAR BOARD MEETING MINUTES
Thursday, October 20, 2022, at 12:30 p.m.

Attendees:

Dr. James Gilmore, Chairman
Tasha Clarke-Amar, Vice Chairperson
Eugene Johnson, Board Member
William Pizzalotta, Board Member
Stephanie Cargile, Treasurer

Board Staff:

April Hawthorne, Executive Director
Nikita Parker, Executive Assistant
Melvin Davis, Board CPA
Board Attorney – Nahshon Route, Esq.

Absent:

Dr. Leroy Davis, Board Member
Gary Chambers, Board Member
Terra Williams, Board Member

I. Call to Order

The Chairman called the meeting to order at 12:40 p.m.

II. Opening Prayer

Led by E. Johnson.

III. Role Call

Assistant called roll. 4 Board members were present, J. Gilmore, T. Amar, E. Johnson, and W. Pizzoloto. S. Motion made by J. Gilmore to reserve voting on agenda items until the S, Cargile arrived to keep the meeting moving. Cargile arrived at 1:03 p.m., **A quorum was established for this meeting at 1:03 p.m.**

IV. Public Comment

No public comments.

V. Approval of Minutes

As presented, W. Pizzoloto moved to approve the September 15, 2022, meeting minutes. S. Cargile seconded it. Motion carried.

VI. Partners Reports

None

VII. Financial Reports

i. September 2022 Financial Reports

- a. Mr. Davis walked the Board through the Financial Statements for September 2022.
- b. As of September 30, 2022, the Total Liabilities and Fund Balance was \$583,635.74, and the total fund balance was \$579,424.89.
- c. The Façade Grant Program has a balance of \$104,050.81.



d. W. Pizzolota moved to accept the Financial Report for September 2022. S. Cargile seconded it. Motion carried.

e. W. Pizzoloto asked a question about Money Market at 2% to help maximize the money in the account. Pizzoloto believes using a money market account to make six withdraws a year will increase the monthly payouts to the account from the back up to \$2,000 a month.

Action #1: Mr. Davis will check into the money market account and follow up with the projects by W. Pizzoloto. Once he has this information, he will present it at the next board meeting.

VIII. Chairman Report

i. Culinary Arts Training Initiative w/EBRPSS.

a. A \$50,000 check will be presented at the EBRPSS school board meeting on October 20, 2022, at 5 p.m. This monetary contribution will help facilitate a dual enrollment between EBRPSS and a culinary arts program for students interested in Culinary Arts. T. Clark-Amar moved to approve this item. E. Johnson seconded it. Motion carried.

ii. Board Resolution to Remove Brian LaFleur from Hancock Whitney

- a. The checking account for BRNEDD has removed former Commissioner Brian LaFleur from the Hancock Whitney account.
- b. Dr. James Gilmore moved that Brain LaFleur be removed from the Whitney Hancock Account. Seconded by S. Cargile. Motion Carried

Action #2: The Board Chair asked the Board attorney to ensure all action items were done by a resolution, for the purpose of adequate documentation and follow-up.

IX. Executive Director Report

i. Strategic Plan Update

a. None gave at this time. A follow-up will be sent.

ii. Façade and Signage Improvement Program Update

- a. The assistant gave the update. The façade and signage program has five applicants on the waiting list. With two of the applicants ready and/or finished with their work.
 1. Reimagine Woman's Center
 2. Mr. Baker's Man Restaurant
- b. Executive Director concerned about recreating documentation from former FSIP Program Manager. To obtain these documents, J. Gilmore requested to be cc'd on the email between the attorney, assistant, and former Program Manager.
- c. Former Project manager will not be brought back to finish the remains of the program. No guarantees can be given when the Executive Director gives a list of deliverables.

Action #3: J. Gilmore and T. Clark-Amar asked that a list of the two remaining applicants be presented before moving to receive funding.

Action #4: Email the former Program Manager to request blank documents created for the program.

X. Committee Reports - Finance Committee Report

i. Façade and Signage Improvement Program Reimbursement Increase

- a. Finance committee meeting was held where a discussion was had to reimburse applicants up to \$6500 to make sure all the money was spent by December 31, 2022.
- b. Applicants that have received money from the program could receive an additional \$2000 if their projects meet the maximum reimbursement requirements.



- c. Mr. Davis stated that the Director made some suggestions to change the recipients' amount.
- d. N. Parker stated that it was up to \$7000. The CPA and Finance committee chair set the amount to be up to \$6500 for existing FSIP reimbursement applicants.

ii. Fiscal Policies and Procedures for Annual Budget, Procurement, and Travel

- a. Mr. Davis went over the policies and procedures for payroll, purchasing, travel, and financial planning and reporting.
- b. Regarding the purchasing cap for the Director, how travel will be handled, and the production of a booklet. T. Clark-Amar motioned to approve the policies and procedures upon receiving the updates for FSIP. S. Cargile seconded it.

Action #5: T. Clark-Amar asked that the FSIP budget updates be tabled until further discussion of how the money will be allocated.

Action #6: J. Gilmore wanted the prerequisites for the old businesses that will receive an increase.

Action #7: The chair and Vice Chair would need to see all the new applicants' documentation and receipts before reimbursement approval.

XI. New Business

None.

XII. Unfinished Business

None.

XIII. Announcements

- i. Check the Presentation at the East Baton Rouge Parish School Board Meeting on October 20, 2022, located at 1050 South Foster Drive, at 4:00 p.m.
- ii. Ethics Training Due December 31, 2022.
- iii. Personal Disclosures Due
- iv. Next Board meeting: Thursday, November 17, 2022

IX. Adjournment

Motion to adjourn meeting made by T. Clark-Amar. Seconded by S. Cargile. **Meeting adjourned at 1:45 p.m.**