



BATON ROUGE NORTH ECONOMIC DEVELOPMENT DISTRICT

Regular Meeting Minutes

June 7, 2018

1. **Opening of Meeting/Call to Order** – Chairman Ronald Smith called to order the Baton Rouge North Economic Development District monthly meeting. The meeting convened around 6:08 pm on June 7, 2018, at the LSU Urgent Care Center at 5439 Airline Highway in Baton Rouge, Louisiana.
2. **Roll Call** – Chairman Smith conducted roll call and the following Commissioners were present: Smith, Barrow, Harper, Scott, Davis, Gilmore, Pope, Mims, Cargile, Cosey
Absentees were: Chambers, Pizzolato
Staff Present: Woodrow Muhammad
Volunteer Staff Present: Attorney Mark Thurmon, Lolethia Turnipseed-Cotton
3. **Invocation** – Chairman Smith
4. **Pledge of Allegiance**
5. **Approval of May 3, 2018, Meeting Minutes**

Motion to Approve: Gilmore
Vote: All in Favor, No Opposition

Second: Davis

6. **Recognitions**
None
7. **Consent Agenda**
NONE

UNFINISHED BUSINESS

8. **Strategic Plan Retreat:**

Woodrow Muhammad provided the proposed plan of action for the Strategic Plan. He began by providing background which included the Strategic Planning process to date. He stated that he introduced the template or framework for the Strategic Plan that was approved by the Board earlier this year. He stated that the Staff identified partners that contributed some language to the draft. In addition, content was extrapolated from various plans within or that affect the District such as Baton Rouge Area Chamber's Strategic Plan and the Economic Element of the Comprehensive Plan for the Parish. Per the Chair's request the Commission was polled, and the majority agreed to schedule the retreat for Saturday, July 28 between 8:AM –12 PM. Chairman Ron Smith mentioned that he requested prior to this evening's meeting from each Board member their understanding of what economic development is and where we should start. Chairman Smith stated that he was amazed with the varied answers that he received to date. He emphasized that he wants to solidify those two answers at the retreat. Mr. Muhammad stated that the working draft has been submitted to the Board for review and comment for the past 2 months. He introduced the Dean of Southern University's College of Business, Donald Andrews and his support staff that will help us prioritize and finalize the current draft. In addition, the College of Business is sponsoring a facilitator, Janyce Fadden, Director of Strategic Engagement at the University of North Alabama. Mr. Muhammad stated that she will be assisting us with prioritizing the action items and/or goals. He stated and as was provided in the packet; she is a

subscriber of the 'strategic doing concept' which will come later with identified strategic partners. He laid out the key dates going forward as follows; on Tuesday, June 12 there will be a Staff meeting with Ms. Fadden and the College of Business Staff to begin the prioritization process; between June 12 and around the July 8 the Staff with Ms. Fadden and the College of Business staff will fine tune the draft and the prioritization. At the regular July 12 Board meeting the Staff will provide a draft retreat agenda with proposed criteria to prioritize goals and/or action items. On July 27, the Staff will meet with Ms. Fadden and the College of Business support staff to prepare for the July 28 retreat. The initial draft will be posted to the web for public comment between July 12 and August 2 regular board meeting. Mr. Muhammad stated that he hopes that the Board will adopt the Strategic Plan at the August 2, 2018 board meeting. A few Commissioners expressed their desire to attend the initial June 12 meeting. Another retreat with our stakeholders to implement the 'strategic doing concept' will be schedule after August.

9. **Zoo Economic Impact Study Next Steps**

Memorandum of Understanding: Strategic Planning the Improved Zoo. **(Deferred)**

Mr. Muhammad provided a limited update and shared an informational as provided by Becky Bond and an ad-hoc committee that is comprised of Mr. Muhammad and Keep the Zoo at Greenwood Park Committee. He stated that a task force is being created that comprises of representatives from all the municipalities within the Parish. Chairman Smith questioned whether or not BREC is seeking to regain accreditation. Commissioner Gilmore stated that a tax may be ideal and timely to solve the budget issue to improve the Zoo.

10. **Finance Committee Report and/or Recommendations**

a. **Motion to Approve Annual Budget**

Treasurer Dr. Leroy Davis explained the 2018 Budget is a financial guide for the organization and explained that it is not a static document and can be amended at any time. Woodrow Muhammad confirmed that is has been published for the required 10 days. Treasurer Davis summarized each page of the budget. Mr. Muhammad clarified some points such as the policy initiatives or economic development activities are where the budget ties into the strategic plan and that legislative expenditures are related to Board Member training and travel.

A Motion was made to approve the 2018 budget for introduction and public inspection:

Motion: Barrow

Second: Pope

Vote: 8 in Favor, 1 Abstention Mims

b. **Review of May Financial Summary** – Commissioner Davis gave the May 2018 Financial Summary. (See attached summary)

11. **Personnel Committee Report and/or Recommendations**

Hiring Update of Two Positions

Recommendation and Report was submitted in writing regarding the process to hire the Executive Director. Attorney Mark Thurmon wanted clarity on the purpose of going into the executive session. Vice Chairwoman Dr. Jackie Mims explained that personnel issues are being discussed.

A Motion to go into Executive Session:

Motion: Mims

Second: Cosey

Vote: All in Favor, No Opposition

12. **Executive Committee Report and/or Recommendations**

a. **Motion to Extend Existing Contracts**

Motion to Extend Contracts Move to delay the hiring of an Executive Director for up to 90 days and grant the Chairman approval to extend the existing contract in monthly increments, but not to exceed 90 days extension without the Board's approval.

Motion: Pope

Second: Davis

Vote: All in Favor, No Opposition

b. **Motion to Approve Directors an E & O Insurance for the Board Members and Staff (Deferred)**

Chairman Smith explained that Directors and Officers/Errors and Omissions Insurance will allow Commissioners and Staff some liability coverage in the unfortunate event that a lawsuit is filed against them. He stated that he is still receiving quotes.

c. **Motion to Fill Vacant Board Member Seat. (Deferred)**

13. **Program Committee Report and/or Recommendations**

NONE

NEW BUSINESS

14. **Staff Report**

NONE

15. **Public Comment Period***


There were no Public Comments.

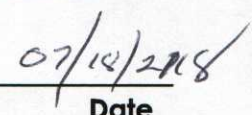
16. **Announcements**

Woodrow Muhammad announced the Minority Business Conference and Exp on June 9, 2018 at the Belle of Baton Rouge Atrium. Dean Andrews announced Economic Development Annual Conference on June 21-23, 2018 on the campus of Southern University.

17. **Adjournment**

The meeting adjourned around 8:40 PM.


Chairman or His Designee


Date