

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**
Regular Meeting – 5:00 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, Louisiana
Commission Minutes
December 20, 2023

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held at BREC's Administrative Offices on December 20, 2023. The meeting was called to order at 5:05 p.m. by Chairman Kenneth Pointer. Commissioner Dwayne Rogers offered the invocation. Commissioner Jason Hughes led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Sandra Davis, Vice Chair; Dwayne Rogers, Treasurer; Trina Hall; Jason Hughes; Nathan Rust; and Collis Temple, Jr. Commissioners Donna Collins Lewis and Rossie Washington, Jr. were absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Angela Harms; Darlene Jarvis; Steven Knight; RaHarold Lawson; Cheryl Michelet; Mike Raby; Rhonda Williams; and Chris Marchiafava. Murphy Foster, legal counsel, and Carl Stages, Executive Director of BREC Foundation, were also in attendance. The rest of the audience consisted of other BREC staff, sign language interpreters, and the public.

Public Comment

The Chairman announced that public comment would be allowed prior to a vote being taken on any agenda action item and explained the process to be observed.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meetings of November 30, 2023 and December 11, 2023 be dispensed with, and that they be approved as written.

Motion to approve by Ms. Davis

Second by Mr. Temple

Unanimously approved

Consent Calendar

Resolved, That the Recreation and Park Commission for the Parish of East Baton Rouge does hereby approve the Consent Calendar items.

Motion by Ms. Davis

Second by Mr. Hughes

Unanimously approved

The following item was approved as part of the Consent Calendar:

Acceptance of Recommendations from the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions from November 15, 2023, to December 06, 2023.

Presentations

Chairman Pointer recognized Superintendent Wilson who presented employee service awards to the following staff:

5 Years

Molly Phillips
Craig Rowley
Adam Werth

10 Years

Christel Sims

20 Years

Bobby Glynn

Chairman Pointer went to the podium and stated that Commissioner Sandra Davis was attending her final meeting as a Commission member. He noted that she was originally appointed to finish out the remainder of her father's term when he died while serving on the BREC Commission. Commissioner Davis was also appointed to two additional terms and served as the Vice Chair for her final three-year term. Chairman Pointer expressed his appreciation for her dedication, commitment, and unselfish service to the agency, employees, the Commission, and the citizens of the parish. Chairman Pointer then presented Commissioner Davis with a plaque to commemorate her years of service on the Commission. Commissioner Davis spoke briefly about her father, Commissioner John Taylor, his commitment to BREC and his wish to be a wise steward of taxpayer dollars. She stated that she hoped she had been able to carry out his wishes. She then offered her thanks for the recognition.

The Commission viewed a brief video highlighting various upcoming events throughout the parish during the month of January.

Reports of Officers and Standing Committees

Chairman Pointer recognized Superintendent Wilson to provide the Superintendent's report. Superintendent Wilson stated that there was one item recommended for approval under Administrative Matters. He then read the following resolution:

Resolved, That the Commission approve the 2024 Commission meeting dates, as presented.

Motion by Mr. Temple

Second by Mr. Hughes

Mr. Rogers noted that the schedule included two proposed dates for the March Commission meeting March 27 or March 28. He asked that the date be set for March 28, which is a Thursday, instead of Wednesday, March 27. Mr. Rust stated that there were conflicts with the school board meetings which were scheduled for the same dates as Commission meetings in January, February, April, and May.

Deciding that the meeting in March will be set for March 28, 2024, the motion was approved without objection.

Under Communications, Superintendent Wilson reviewed the November activity report and stated that the year-to-date attendance was up by 33% over last year due to increases in Recreation and Golf. The Superintendent showed a video of the Let It Sneaux event at Perkins Road Community Park with BREC's first drone light show and over 4,000 patrons in attendance.

He noted two upcoming ribbon cuttings at Cadillac Street Park and Church Street Park. The Superintendent thanked Commissioner Davis for her service on the Commission and shared one of his memories of her father during his service on the Commission.

The Chairman recognized Treasurer Rogers for the Finance Advisory Committee report. Mr. Rogers read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the month ending and fiscal year-to-date period ending October 31, 2023, as presented.

Motion by Mr. Rust

Second by Mr. Temple

Unanimously approved

Mr. Rogers then read the following resolution:

Resolved, That the Commission approve Change Order No. 5 to the existing contract with Boone Services, LLC for the Ward Creek Bluebonnet Extension Trail Segment for a credit of (\$54,923.99) and 1,422 added days to the Contract. Added days are due to the project being paused for 2.5 years for creek bank failure requiring design modifications and approval by the US Army Corps of Engineers. Change Order No. 5 reduces project scope per plan set REV #4 to remove all of trail section and associated work west of STA 12 + 60; allowing for future connection to the Constantin Extension roadway. This change order also deletes change order No. 4 for \$90,624.19 and additional 1,185 days to the contract. The original contract amount was \$1,161,891.45; the new Contract amount through Change Order No. 5 is \$1,144,830.26 for a total decrease of -1.47%.

Motion by Ms. Hall

Second Mr. Hughes

Unanimously approved

The Chairman stated that the Golf Advisory Committee met but the items were information only.

Chairman Pointer recognized Ms. Davis for the Human Resources Advisory Committee report. Ms. Davis recognized Human Resources Director Darlene Jarvis. Ms. Jarvis gave the background information regarding the compensation study conducted by Gallagher. Ms. Jarvis then introduced Project Manager Larry Robertson, Karen Blackwell, who led the talent acquisition workstream, and Laura Ford, who led the performance management workstream. All were present via Zoom for their presentation. Mr. Robertson began the presentation and introduced Ms. Blackwell who presented the talent acquisition portion of the presentation. Ms. Blackwell then introduced Ms. Ford for the performance management part of the presentation. Mr. Robertson then presented the information regarding compensation.

After the presentation Mr. Temple asked the about the cost of performing the study. Ms. Jarvis stated that the contract with Gallagher was not to exceed \$200,000. Mr. Temple asked how much has been expended. Ms. Jarvis stated that BREC has paid \$165,000 in invoices and that the \$25,000 designated for travel expenses had not been used because meetings were held using virtual options. She then read the following resolution:

Resolved, That the Commission approve BREC's 2022 – 2023 Compensation Study with Gallagher Benefit Services.

Mr. Rogers requested recognition from the Chairman. Mr. Rogers was recognized and expressed interest in receiving more information on the compensation study prior to the Commission considering approval. Mr. Rogers made a motion to table the item until the January

meeting and asked the Superintendent to schedule a work planning meeting so that the Commission would be able to review and discuss all options prior to that meeting. Legal counsel Murphy Foster questioned the Chairman to determine if there was a motion on the table prior to Mr. Rogers' motion. Chairman Pointer clarified that the resolution had been read but no motion had been made prior to the motion to defer by Mr. Rogers. Mr. Foster then stated that a second needed to be made before there was any further discussion on the item. The Chairman stated that the motion on the table was to defer the compensation study item to the January meeting to allow for further review by the Commission during a work session scheduled by the Superintendent with implementation of the approved option retroactive to January. The motion was seconded by Ms. Hall and approved without objection.

Upon Mr. Rogers request, the Chairman recognized him for a question regarding a previous information item. Mr. Rogers stated that there was item on the list of contracts \$50,000 or below for \$124,833. He continued that it was on the Finance Committee agenda as an information item, but he assumed it would be on this Commission agenda for approval because of the amount. Mr. Rogers asked why a contract for that amount would be listed on the under \$50,000 contract list. Interim Finance Director Rhonda Williams stated that the contract was on the list in error and for that particular foundation (Zoo) that amount had already been approved by the board (Commission). She explained that when invoices are generated, they automatically go into the contract module as something new, and that this contract was not removed from the list by mistake. Mr. Rogers asked if the amount was previously approved by the Commission. Ms. Williams stated that it had been approved. Mr. Rogers stated that his question had been answered and that he was only concerned whether it had been approved by the Commission.

The Chairman noted that Recreation Advisory Committee was next, but Mr. Washington was not present and items were information only.

The Chairman stated that the Zoo Advisory Committee met but the items were information only.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall read the following resolution:

Resolved, that the Commission approve an amendment for an additional \$148,267 to annual renewable services Contract 2021000287 with Corporate Mechanical Contractors Inc. for General HVAC maintenance repairs the original contract amount was \$50,000 and the new contract total is \$198,267.

Motion by Ms. Davis
Second by Mr. Hughes
Unanimously approved

Reports of Special Committees

None

Special Orders

None

Unfinished Business and General Orders

Chairman Pointer stated that the next item was to hold a public hearing and adopt the 2024 Budget.

The Chairman Pointer declared the public hearing open and asked if there was anyone who would like to speak on the adoption of the 2024 budget. With no one coming forward to speak, Chairman Pointer closed the public hearing.

Chairman Pointer read the following resolution:

Resolved, That the Commission adopt the 2024 Budget for the Recreation and Park Commission for the Parish of East Baton Rouge.

Motion by Mr. Temple

The Chairman asked Mr. Foster if a substitute motion could be offered. Mr. Foster clarified that if there was no second to the original motion a substitute motion could be offered in lieu of the original motion.

Mr. Rogers then made a motion to approve the following resolution:

Resolved, That the Commission adopt the 2024 Budget for the Recreation and Park Commission for the Parish of East Baton Rouge; to be followed by an amendment in January 2024 to address issues identified by the Commission.

The motion was seconded by Mr. Temple and submitted to a roll call vote with the following results:

Yeas: 7 Ms. Davis, Ms. Hall, Mr. Hughes, Mr. Pointer, Mr. Rogers, Mr. Rust, Mr. Temple

Nays: 0

Abstain: 0

Absent: 2 Ms. Lewis, Mr. Washington

The Chairman called for a motion to go into executive session for the purpose of a discussion of the performance and professional competence of the Superintendent.

Motion by Mr. Washington

Second by Mr. Hughes

Unanimously approved

The Commission retired to executive session at 6:15 p.m.

The Commission returned from executive session and Mr. Hughes made a motion to reconvene, Mr. Rogers seconded, and the Chairman called the meeting back to order in open session at 6:37 p.m. without objection.

New Business

None

Adjournment

Mr. Temple made a motion to adjourn, Ms. Davis seconded, and Chairman Pointer adjourned the meeting at 6:38 p.m. without objection.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman