

**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  
September 28, 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 September 28, 2023. The meeting was called to order at 5:05 p.m. by Chairman Kenneth Pointer. Commissioner Dwayne Rogers offered the invocation. Commissioner Rossie Washington, Jr. 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; Jason Hughes; Donna Collins Lewis; and Rossie Washington, Jr. Commissioners Trina Hall, Nathan Rust, and Collis Temple, Jr. were absent. Staff members present were RaHarold Lawson, Director of Park Operations; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Jim Fleshman; Angela Harms; Darlene Jarvis; Cheryl Michelet; Mike Raby; Rhonda Williams; and Chris Marchiafava. Murphy Foster, legal counsel, Carl Stages, Executive Director of BREC Foundation, and Dee Blake, Executive Director of Baton Rouge Zoo Foundation, were also in attendance. The rest of the audience consisted of other BREC staff, sign language interpreters, and the public.

**Public Comment**

Public comment is allowed prior to a vote being taken on any agenda action item.

**Adoption of Minutes**

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of August 24, 2023 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rogers

Second by Mr. Hughes

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.

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 August 11, 2023 to September 14, 2023.

Motion to approve by Ms. Lewis

Second by Ms. Davis

Unanimously approved

Resolved, That the Commission approve BREC's 2024 Holiday Schedules for General Fund employees and CIP/CCD, as presented.

Motion to approve by Ms. Davis

Second by Mr. Rogers  
Unanimously approved

### **Presentations**

The Chairman announced that Employee Service Awards would be given out next month.

Chairman Pointer recognized Assistant Superintendent of System Planning Reed Richard to provide the planning and construction update. He reviewed the progress on the System Master Plan and gave an overview of the major objectives. Mr. Richard briefed the Commission on the progress of the Greenwood/Zoo project. He reviewed the remaining construction projects, the projects in planning, upcoming community meetings, as well as the urban trail and natural resource management updates.

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

### **Reports of Officers and Standing Committees**

Chairman Pointer recognized Director of Park Operations RaHarold Lawson to provide the Superintendent's Report in the absence of the Superintendent. Dr. Lawson gave the August activity report. He told the Commission about the recent ribbon cutting event at the newly renovated J. S. Clark Golf Course. He also noted the rededication of the renovated basketball court at Longfellow Park in partnership with Cox who arranged for LSU men's basketball coach, Matt McMahon, and some of the LSU basketball players to come train the children attending the event. Dr. Lawson stated that attendance numbers will go up due to the upcoming holiday events for Halloween and Christmas.

The Chairman stated that the Communications and Information Systems Advisory Committee met but the items were information only.

Chairman Pointer recognized Treasurer Rogers for the Finance Advisory Committee report. Commissioner Rogers asked Interim Director of Finance Rhonda Williams to review the agenda items. Ms. Williams told the Commission about her background. She stated that the Finance Department had provided everything to the auditors for the 2021 annual audit, but they would not be able to come back to review the items until January 2024. Ms. Williams stated that the department already had started turning in documentation for the 2022 audit. She spoke about how the staff resources in the Finance Department were being utilized.

Ms. Williams asked if there were any questions about the financial statements. Commissioner Rogers asked about an item of discussion from the Finance Advisory Committee meeting regarding an expenditure in the Golf Department. Ms. Williams explained that the expenditure was for golf carts ordered in 2022 but delivered in 2023 and a correction will be made at the appropriate time.

Ms. Williams read the following resolution:

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

Motion by Ms. Davis

Seconded by Mr. Hughes

Unanimously approved

The Ms. Williams read the following resolution under Contracts and Bids:

Resolved, that the Commission approve Change Order No. 13 to the existing contract with Capitol Construction LLC for the Howell Community Park Rec Center and Pool for \$9,320.33 and 20 additional weather days for June and July for painting exposed steel in bathhouse and a credit for the removal of colored concrete per RFP #002. The original contract amount was \$7,495,000; the new contract amount through Change Order No.13 is \$8,213,325.01, for a total increase of 9.58%

Motion by Mr. Hughes  
 Second by Mr. Washington  
 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 asked Darlene Winfield Jarvis, Director of Human Resources, to review the items. Ms. Jarvis introduced Jeremy Powers, a consultant with Gallagher, who reviewed the information related to the health insurance policy.

Ms. Jarvis stated that the proposed item was thoroughly discussed at the committee meeting and that Ms. Davis had made a related suggestion that may be brought to the Commission next month. She then read the following resolution:

Resolved, That the Commission approve an increase in medical premiums with no change in medical benefit schedules; Non-participants of the Employee Wellness Program will be subject to a premium increase of \$20 per pay period or \$520 annually, as presented.

<b><u>2024 Employee Bi-Weekly Contribution</u></b>			
<b>Coverage Tiers</b>			
	<b>HMO</b>	<b>PPO</b>	<b>Blue Saver</b>
Employee Only	\$80.97	\$204.97	\$18.04
Employee + Spouse	\$275.75	\$501.90	\$75.08
Employee + Child(ren)	\$275.75	\$501.90	\$75.08
Employee + Family	\$444.24	\$757.46	\$134.07

Motion by Mr. Rogers  
 Second by Mr. Washington  
 Unanimously approved

Ms. Jarvis stated that the Medicare Advantage plan had no changes and was fully funded by BREC for retirees. She then read the following resolution:

Resolved, That the Commission approve the 2024 BCBSLA Medicare Advantage Plan with a flat renewal and no change in benefits.

Motion by Mr. Washington  
 Second by Ms. Davis  
 Approved by unanimous consent

Ms. Jarvis stated that the Administrative Services Agreement had no change in cost. She then read the following resolution:

Resolved, That the Commission approve the 2024 ASO Administrative Services

Agreement Claims Administration Fee with a flat renewal in administrative fees for medical and pharmacy with a continuation of the current 3-year rate guarantee, as presented.

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

Ms. Jarvis introduced Mr. Powers to review the item. She then read the following resolution:

Resolved, That the Commission approve the 2024 Employer Paid Wellness Program administered by SB Wellness in the amount of \$49,977, as presented.

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

Ms. Jarvis reviewed the next two items and then read the following resolutions:

Resolved, That the Commission approve the Voluntary Supplemental benefits for 2024 with no increase in premium and no change in benefits:

1. Dental Insurance administered by Delta Dental
2. Vision Insurance administered by Unum Always Care

Resolved, That the Commission approve the employer-paid Employee Assistance Program administered by Hidalgo Health Associates for 2024 with no increase in premium and no change in benefits.

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

Ms. Jarvis reviewed the next item and then read the following resolution:

Resolved, That the Commission approve BREC's 2024 Retiree Supplemental Pay, as presented.

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

The Chairman stated that the Planning and Park Resources Advisory Committee met but the items were information only.

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

Chairman Pointer recognized Mr. Washington for the Selection of Professionals Committee report. Mr. Washington asked Jim Fleshman, Zoo Director, to come to the podium to answer any questions and then read the following resolution:

Resolved, That the Commission approve RFP #219 – Proposal for Holiday Lighting at BREC's Baton Rouge Zoo to Be the Light Decor, LLC in the amount of \$99,177 per year for one year beginning November 24, 2023 to December 30, 2023 (excluding Christmas Eve and Christmas Day), with the option to renew for three additional twelve month periods at \$84,300, same terms and conditions. Contract is not to exceed forty-eight (48) months, or four (4) annual seasons --- 2023, 2024, 2025, 2026.

Motion by Mr. Hughes  
Second by Ms. Davis

Unanimously approved

Mr. Washington read the following resolution:

Resolved, That the Commission approve RFP #220 – Proposal for Security Guard Services at BREC's Baton Rouge Zoo to Vets Securing America in the amount of the annual cost of \$120,513.92 including holidays. The term for this contract is for 24 months (July 1, 2023 through June 30, 2025), with the option to renew for three (3) additional 12-month periods at the same rates or negotiated prices, terms and conditions. The contract is not to exceed sixty (60) months.

Mr. Rogers asked if the company being awarded the contract employed veterans and Mr. Fleshman stated that they do. Mr. Washington noted that we have been using this company for several years.

Motion to approve the resolution by Mr. Hughes  
Second by Mr. Washington  
Approved by unanimous consent

**Special Orders**

Chairman Pointer then took up the appointments to standing advisory committees as follows:

Donna Collins Lewis  
David Dubriel / Golf

Motion by Mr. Washington  
Second by Ms. Davis  
Approved by unanimous consent

**Unfinished Business and General Orders**

There was no Unfinished Business and General Orders.

**New Business**

There was no New Business.

**Adjournment**

Mr. Washington made a motion to adjourn, Ms. Davis seconded, and Chairman Pointer adjourned the meeting at 6:05 p.m. without objection.

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RaHarold Lawson, Director of Park Operations

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Kenneth Pointer, Chairman