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 January 31, 2019. The meeting was called to order at 5:01 p.m. by Lloyd H. Benson Jr., Chairman. Mr. Benson recognized Rev. Shelton C. Dixon, who offered the invocation. Commissioner Davis Rhorer led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Shelton C. Dixon, Vice Chairman; Sandra Davis; Kenneth Pointer; Davis Rhorer; David Tatman; and Rossie Washington, Jr. Commissioners Jerry Jones Jr. and Larry Selders were absent. Staff members present were Corey Wilson, Superintendent; Reed Richard, Assistant Superintendent Planning and Construction; Brandon Smith, Interim Assistant Superintendent of Recreation, Programs and Facilities; Phil Frost; Steven Knight; Cheryl Michele; Lester Rainey; Justin Smith; Stephanie Trim; 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, media, and the general public.

Public Comment
Mr. Benson opened the floor for public comment on the agenda action items. He asked if there was anyone who would like to speak on any agenda action item. Hearing none, Mr. Benson closed the floor.

Adoption of Minutes
The Chairman read the following resolution:
Resolved, That the reading of the minutes of the Recreation and Park Commission Regular Meeting of December 19, 2018 and the Special Meetings of December 19, 20, and 21, 2019 be dispensed with, and that they be approved as written.

Mr. Dixon offered a correction to the date for the Special Meetings changing the year from 2019 to 2018. The corrected resolution reads as follows:
Resolved, That the reading of the minutes of the Recreation and Park Commission Regular Meeting of December 19, 2018 and the Special Meetings of December 19, 20, and 21, 2018 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rhorer
Second by Mr. Dixon
Unanimously approved

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

Motion to approve by Mr. Dixon
Second by Mr. Tatman
Unanimously approved
The following item was approved as part of the Consent Calendar:

Acceptance of Recommendations for the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions for the month of January 2019.

Presentations

The Chairman recognized Mr. Wilson who presented employee service awards to the following staff:

5 Years
   Christel Sims
   Henry Belin

10 Years
   Laura Sweeney
   Jon Pulliam
   Joe Keys

The Commission viewed a brief video highlighting the new nature trail at Manchac Park and upcoming events in February.

Reports of Officers and Standing Committees

Mr. Benson recognized Mr. Wilson for the Superintendent's Report. Mr. Wilson stated that there were no Administrative Matters. Mr. Wilson briefly updated the Commission about the public meetings that were recently held for gathering information from the community for the Greenwood Community Park and Zoo master plans. He then recognized Brandon Smith to give an update on BREC's pond stocking program. Mr. Smith gave an overview of the pond stocking schedules, the fishing rodeos, and the educational opportunities for participants.

Mr. Wilson recognized Reed Richard who gave the construction update. Mr. Benson requested more information on some safety issues for the Acadian Thruway Park. Mr. Richard stated he would review the project and provide the information.

The Chairman recognized Ms. Davis for the Human Resources Advisory Committee report. Ms. Davis stated that the items that had been carried over from the December committee meeting. Ms. Davis asked Stephanie Trim, Human Resources Director, to review the items recommended for approval. Ms. Trim asked if the Commission would prefer to take the items together or separately. After checking with Ms. Davis, Mr. Benson stated that they would take the items together. Ms. Trim explained the changes included in the first item relating to Chapter 7 of Rules and Regulations. Ms. Trim read the following:

Resolved, That the Commission approve the revisions to BREC Human Resources Administrative Manual as it relates to Chapter 7: Recruitment, Examinations and Appointments. Said hiring policy changes are recommended by Plante Moran and Associates.

Mr. Benson asked about oversight of the hiring process. Ms. Trim explained that the Human Resources Department reviews the documentation and conducts the background checks prior to offering the job to the selected candidate. She stated that this revision to the hiring process was for entry level employees only and that for jobs above entry level, the Human Resources Department is involved throughout the process. Ms. Trim read the following resolution and then told the Commission about the changes:
Resolved, That the Commission approve modifying the “Reinstatement” rule and regulations, Section 21 (formerly Section 14), under Chapter 7: Recruitment, Examinations and Appointments, as a recommendation under the BREC Internal Process Review action items.

Ms. Trim read the following resolution and explained it to the Commission:
Resolved, That the Commission approve the Employee Attendance Policy and Point System.

Ms. Trim read the following resolution and explained it to the Commission:
Resolved, That the Commission approve the Background Check Policy.

Motion to approve all four items by Mr. Pointer
Second by Mr. Rhorer
Unanimously approved

The Chairman asked Ms. Trim to provide the names of employees who have had perfect attendance for a long period of time such as three to five years. He stated that he wanted to recognize those employees at the next Commission meeting.

The Chairman recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer asked Reed Richard to review the item. Mr. Richard explained that the reimbursable expenses line item was inadvertently left out of the contract with MERJE Environments and Experiences for the systemwide signage plan. The item had been included in the company’s submitted proposal. Mr. Richard stated that corrective actions are being put in place, so that a similar error does not reoccur. Mr. Rhorer asked for clarification that the expenses were always intended to be part of the contract. Mr. Richard stated that the expenses were always meant to be included and then read the following resolution:
Resolved, that the Commission approve reimbursable expenses payable to MERJE Environments and Experiences in an amount not to exceed $10,750 as part of the contract to provide the Systemwide Signage Plan; authorize superintendent to execute necessary documents.
Motion to approve by Mr. Dixon
Second by Mr. Rhorer
Unanimously approved

Reports of Special Committees
Mr. Benson recognized Ms. Davis for the Internal Process Review Committee report. Ms. Davis introduced Andrea Roberts, Internal Process Review Manager, who gave the annual update presentation to the Commission.

Special Orders
The Chairman stated that the next item would be the election of officers but since there was not a full Commission in attendance, he asked for a motion to postpone the election until the next Commission meeting. Mr. Tatman made a motion to postpone the election, Mr. Dixon seconded, and the motion was approved without objection. The Chairman stated that the election of officers is postponed to the next Commission meeting.

New Business
Mr. Benson stated that the approval of the Superintendent’s contract was being moved down on the agenda. He stated that they would be introducing two ordinances and recognized Mr. Richard who gave a brief explanation of the ordinances.
Mr. Benson then stated that the next item was the introduction of a proposed ordinance which authorizes the sale of 2.26± acres of vacant land described as Lots 6 and 7, Lafitte Hill Subdivision, not needed for public recreation purposes, for the minimum price of $400,000 appraised value. Any opposition received during the fifteen-day notice period of February 6 through February 20, 2019 will be heard at a public hearing held during the regular meeting of the Commission on February 28, 2019 at BREC Administrative Office in Womack Park, 6201 Florida Boulevard, Baton Rouge, Louisiana. This ordinance shall become effective on March 10, 2019 ten days after its adoption.

Mr. Dixon made a motion to introduce the ordinance.
Mr. Rhorer seconded.
The motion was approved without objection.

Mr. Benson then stated that the next item was the introduction of a proposed ordinance which authorizes the sale of 52.87± acres of vacant land described as Tract 1-B of Woodstock Plantation fronting Nicholson Drive in Baton Rouge, not needed for public recreation purposes, for the minimum price of $3,620,000 appraised value. Any opposition received during the fifteen-day notice period of February 6 through February 20, 2019 will be heard at a public hearing held during the regular meeting of the Commission on February 28, 2019 at BREC Administrative Office in Womack Park, 6201 Florida Boulevard, Baton Rouge, Louisiana. This ordinance shall become effective on March 10, 2019 ten days after its adoption.

Mr. Pointer made a motion to introduce the ordinance.
Ms. Davis seconded.
The motion was approved without objection.

Mr. Benson stated that each Commissioner had received a copy of the Superintendent’s contract and given an opportunity to review the contract. He asked if there were any questions. Hearing none, Mr. Benson asked for a motion to approve the contract. Mr. Pointer made a motion to approve the contract, Mr. Dixon seconded, and the motion was unanimously approved.

Mr. Benson then read the following resolution:
Resolved, That effective January 31, 2019 the Recreation and Park Commission for the Parish of East Baton Rouge, authorizes and empowers Corey K. Wilson, Superintendent and Ex-Officio Secretary for the Recreation and Park Commission for the Parish of East Baton Rouge, to execute all agreements and documents for and on behalf of the said Commission, including continuing agreements and documents that were executed by former superintendents, Carolyn McKnight, Carolyn McKnight-Bray, William G. Palmer, Mark Thornton, and Eugene A. Young.

Motion to approve by Mr. Dixon
Second by Mr. Washington
Unanimously approved

Mr. Benson recognized Mr. Wilson for a brief statement. Mr. Wilson thanked the Commission for their support and confidence. Mr. Wilson stated that he would have meetings scheduled to meet one on one with each Commissioner to discuss their visions, thoughts, and dreams for BREC. He further stated he had started meeting with Mayor Broome and other public officials to foster collaboration to serve the citizens of East Baton Rouge Parish.

Mr. Benson welcomed back Mr. Tatman who is again the East Baton Rouge Parish School Board representative to the Commission.
Adjournment

Mr. Dixon made a motion to adjourn and Mr. Rhorer seconded. Mr. Benson adjourned the meeting without objection at 5:57 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson Jr., Chairman