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 August 22, 2019. The meeting was called to order at 5:10 p.m. by Shelton C. Dixon, Vice Chairman. Commissioner Kenneth Pointer offered the invocation. Commissioner Rosie Washington led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Sandra Davis, Kenneth Pointer; Larry Selders; and Rosie Washington, Jr. Commissioners Lloyd H. Benson Jr., Jerry Jones Jr., Davis Rhorer, and David Tatman were absent. Staff members present were Corey K. Wilson, Superintendent; Brandon Smith, Assistant Superintendent of Recreation; Phil Frost; Angela Harms; Steven Knight; Cheryl Michelet; Mike Raby; 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. Dixon 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. Dixon closed the floor.

Adoption of Minutes
Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of July 25, 2019 be dispensed with, and that they be approved as written.
Motion to approve by Ms. Davis
Second by Mr. Washington
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 to approve by Mr. Selders
Second by Mr. Washington
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 August 2019.

Presentations
Mr. Dixon recognized Brandon Smith who introduced Jennifer (Jenny) Poulter, BREC arts manager. Ms. Poulter nominated Ryan Vinyard for a spot award. A few months ago, Ms. Poulter was setting up for an event and had an issue with the heat and had to leave. Without hesitation,
Mr. Vinyard took over the supervision of an event for Ms. Poulter and did not seek or expect any credit or special recognition. Mr. Smith called Mr. Vinyard to the podium and presented him with a spot award for exemplifying the spirit of teamwork.

The Superintendent presented a spot award to Andrea Roberts for serving as an intermediary between BREC staff and the team from the office of the Louisiana Legislative Auditor (LLA) during the performance audit LLA conducted over the last 12 months. This was BREC’s first performance audit and Ms. Roberts worked with the directors to provide responsive answers to the LLA’s inquiries. As a result of the audit, LLA provided ten recommendations. Mr. Wilson stated that BREC was already in the process of addressing seven of those ten and that this was directly related to the work Ms. Roberts has been doing during her tenure at BREC.

Mr. Dixon recognized Angela Harms, Assistant Director of Planning and Engineering, who presented the construction update.

The Commission viewed a brief video highlighting the positive health benefits area resident Michelle Vinson gained by utilizing BREC’s walking trails and the upcoming events in September.

Reports of Officers and Standing Committees

Mr. Dixon recognized Mr. Wilson for the Superintendent’s Report. Mr. Wilson stated that there were two items under Administrative Matters. Mr. Wilson reviewed the first item and explained that Senator Bodi White helped secure $225,000 in capital outlay funding for Central Sports Park and that approving this cooperative endeavor agreement is necessary to move forward with the project. He then read the following resolution:

Resolved, That the Commission approve a Cooperative Endeavor Agreement with the State of Louisiana regarding the 2019 Act 20 Capital Outlay Appropriation of $225,000 for Central Sports Park Turf Fields and authorize superintendent to execute appropriate related documents.

Motion to approve by Ms. Davis
Second by Mr. Pointer
Approved by unanimous consent

Mr. Wilson stated that the draft of the audit report that the Commission had reviewed at the previous month’s meeting is now final and is presented for acceptance. He then read the following resolution:

Resolved, That the Commission accept the 2018 Audit Report.

Motion to accept by Mr. Selders
Second by Mr. Washington
Approved by unanimous consent

Under communications, Mr. Wilson informed the Commission that the 2019 Mid-Year Report had been provided at their seats for their review.

Mr. Wilson also noted that Reed Richard, Assistant Superintendent of System Planning, was not present because he has been selected as one of the members of the Baton Rouge Area Chamber’s Leadership Baton Rouge Class of 2020.

The Superintendent told the Commission about the Party in the Park on the previous Saturday unveiling the master plans for Greenwood Community Park and the Zoo. He stated that a presentation would be provided to the Commission at the September Commission meeting. Mr. Wilson also informed the Commission about a retreat scheduled for Saturday, September 7 at
Jefferson Highway Park. The topics will include priorities and goals for 2020 and he invited the Commissioners to attend.

The Superintendent assured the Commission that the recent story regarding the upkeep of Independence Park Botanic Gardens was addressed immediately. He stated that the garden is maintained by both BREC staff and garden volunteers and that processes would be put in place to ensure that this issue would not occur in the future. Mr. Dixon asked that once the garden was brought up to standards that we let the public know that we took action to correct the problem.

Mr. Dixon recognized Mr. Selders for the Finance Advisory Committee report. Mr. Selders asked Mr. Rainey, Interim Finance Director, to review the items needing approval. Mr. Rainey reviewed the executive summary from the financial statements. Mr. Rainey then read the resolution that follows:
Resolved, That the Commission accept the unaudited financial statements for the seven months ending July 31, 2019 (fiscal year-to-date period January 1 – July 31, 2019), as presented. 
Motion to approve by Mr. Pointer
Second by Mr. Selders
Approved by unanimous consent

Mr. Rainey reviewed the item under Contracts and Bids and read the following resolution: 
Resolved, That the Commission approve Change Order No. 1 for $4,600 and -0- days for additional forty (40) LF of bulkhead requested by BREC not originally included in the Santa Maria Golf Course #18 Hole Bulkhead contract with Carlin De Veer Construction LLC. Current contract cost is $9,775 and new contract cost will be $14,375 (47% increase). 
Motion to approve by Mr. Pointer
Second by Ms. Davis
Unanimously approved

Mr. Dixon recognized Ms. Davis for the Human Resources Committee report. Ms. Davis asked Stephanie Trim, Human Resources Director, to review the items recommended for approval. Ms. Trim reviewed the following items under New Business:
Resolved, That the Commission approve the revisions to BREC’s Productive Work Environment Policy.

Resolved, That the Commission approve abolishing the Chief of Management and Business Services job classification.

Resolved, That the Commission approve the following new job classes and job descriptions:
  Chief Operating Officer - Salary Grade: 304 - Salary Range: $102,349.30 - $163,758.88
  Chief Legal Officer - Salary Grade: 304 - Salary Range: $102,349.30 - $163,758.88

Resolved, That the Commission amend the BREC Unified Pay Grade System to include Instructor Commission Rates: 60/40, 70/30, and 80/20. Said commission rates will continue in effect until implementation of Phase 2, instructor compensation structure.

Mr. Dixon recognized Mr. Washington who asked Ms. Trim to provide additional information about the position being abolished and the two being recommended for approval. After the explanation, Mr. Washington made a motion to approve the four items.
  Mr. Pointer seconded
  Unanimously approved
Mr. Dixon recognized Mr. Pointer to give the Selection of Professionals Committee report. Mr. Pointer asked Justin Smith, Park Operations Director, to review the item recommended for approval. Mr. Smith explained the item and then read the following resolution:

Resolved, That the Commission approve extending the contract on 2014-RFP #150 with Cintas to provide uniform service for BREC employees at the same prices, terms, and conditions through December 31, 2019.

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

**Adjournment**

Mr. Dixon adjourned the meeting without objection at 5:55 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Shelton C. Dixon, Vice Chairman