

MINUTES OF THE NOVEMBER 6, 2017
VERMILION ECONOMIC DEVELOPMENT DISTRICT
REGULAR MEETING

President Ruben Rivera called the meeting to order at 5:00 PM. The meeting was held in the Judge's Library, on the second floor of the Courthouse in Abbeville, La.

The Pledge of Allegiance was led by Mr. Ruben Rivera

Mr. Ruben Rivera requested a moment of silence.

A roll call was done by Ms. Gale Smith, with the following members present:

Mr. Aidan Broussard, Mr. Ruben Rivera, Ms. Megan Landry-Lalande, Mr. Paul Bourgeois, Mr. Kirk Frith, Ms. Sarah Trahan, Ms. Gale Smith, Mr. Jason Picard, Mr. Carlton Campbell, Mr. Patrick Duhon, and Mr. Dane Hebert

The following members were absent:

Mr. Richard Guilbeaux, Mr. Jacob Landry, Ms. Pat Rost, and Mr. Nash Patel

The following guests were present:

Ms. Anne T. Falgout, VEDD and Ms. Shari Cormier, VEDD

MINUTES

The minutes of the October 2, 2017 meeting were approved on a motion made by Mr. Carlton Campbell, duly seconded by Mr. Kirk Frith, and unanimously carried by the board.

TREASURER'S REPORT

Mr. Aidan Broussard gave the Treasurer's Report. He reviewed the invoices and expenses, totaling \$3,529.98. Upon motion by Mr. Kirk Frith, duly seconded by Mr. Jason Picard and unanimously carried, these invoices were approved for payment.

Mr. Patrick Duhon entered the meeting.

Mr. Broussard presented the proposed 2018 annual budget to the board for approval. He also noted changes that were made from the previous 2017 budget. Ms. Gale Smith motioned the board to approve the budget as presented. Mr. Aidan Broussard duly seconded the motion and it was unanimously carried by the board.

Mr. Aidan Broussard informed the board that the engagement letter for our 2017 financial audit has been received from the auditors, Kolder, Champagne, Slaven and Co. Mr. Kirk Frith motioned the board to allow Mr. Ruben Rivera to sign the document and begin the audit process. Mr. Aidan Broussard seconded the motion and it was unanimously carried.

OLD BUSINESS

Ms. Anne T. Falgout gave the board an update on the checks that have been received from the supporting entity invoices that were distributed in July. She noted the receipt of \$7,100.00 from AEDC for the reimbursement of expenses. She also updated the board on VEDA's activities concerning the USDA grant requirements.

Ms. Falgout updated the board on the preparations for the Stakeholder Appreciation Dinner that will be held on Thursday, November 9, 2017 in Erath, LA.

NEW BUSINESS

Mr. Ruben Rivera discussed the need to develop policies to govern leave for VEDA's full time employees. He presented the board with a proposal and asked the board to suggest appropriate changes. After further discussion Mr. Kirk Frith motioned the board as follows:

Maternity Leave: Four weeks paid time off. Any additional time off will require the employee to take personal leave or time off without pay. Advance approval from the Executive Director and Board President is required.

Personal Leave: Fifteen days personal leave (vacation/sick) per calendar year, with a maximum of five days allowed to roll over to the next year, not to exceed 20 days of personal leave available within a single calendar year. Notification of personal leave must be given to the Executive Director and Board President.

Ms. Megan Landry-LaLande seconded the motion and it was unanimously carried. Mr. Kirk Frith then motioned the board as follows:

Bereavement Leave: Three days maximum paid time off after the death of an immediate family member (spouse, parent/in-law, sibling, grandparent/in-law and children. Children and parent to include stepchildren and step parent). Leave is limited to no later than 24 hours after burial. Any additional time off will require the employee to take personal leave or time off without pay. The Executive Director and Board President must be notified of the absence.

Jury Duty: Policy will follow current law which states if an employee is required to attend, they are eligible for the difference in pay from the jury duty stipend and regular salary during the time they are out. The Executive Director and Board President must be notified of the absence.

Military Leave: Policy will follow current law which states that the employee is allowed fifteen calendar days per year for Active Duty, Active Duty Training, and Inactive Duty Training. If employee is required to attend, they are eligible for the difference in pay from military pay and regular salary during the time they are out; to retain military pay in addition to regular pay, the employee must take personal leave rather than Military Leave. Employee must request approval by the board and provide copies of military orders.

Mr. Dane Hebert seconded the motion and it was unanimously carried.

Mr. Ruben Rivera asked the board's opinion on the Agri-business Committee focusing on the branding opportunities for Vermilion's beef industry. The board was receptive and suggested using this as a model to be used with other products from Vermilion Parish.

COMMITTEE REPORTS

Mr. Ruben Rivera asked the boards opinion about the possibilities of perusing a mileage as was suggested by the Vermilion Parish Police Jury. He asked the board's feelings about the matter. The board agreed to have Ms. Falgout look into what is required to move forward.

DIRECTOR'S REPORT

Ms. Anne T. Falgout provided the board with a written report detailing the accomplishments made by the VEDD office in the month of October.

NEXT MEETING

The next meeting of the District is scheduled for Monday, December 4, 2017 at 5:00 PM. in the Judge's Library/Conference Room.

ADJOURN

Upon motion by Mr. Kirk Frith, duly seconded by Mr. Aiden Broussard and unanimously carried, there being no further business the meeting was adjourned.

Ms. Gale Smith
Secretary