

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA was held in the board room of the Recreation Building on August 12, 2020 at 6:00pm. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present: Danny Paladino-----President
 Scott Spell-----Vice President
 Johnathan Harbert-----Commissioner

Absent: Diane Conner-----Secretary/Treasurer
 Kristal Eastwood-----Commissioner

Others: Gwen LeJuhn-----Director
 Loren Labby-----Assistant Director
 Cade Henderson-----Bookkeeper
 Curtis Vincent-----Architect
 Cleven Cazer-----Ward 7 Employee

Danny Paladino, President called meeting to order at 6:00PM.

Scott Spell made a motion to approve the minutes from the previous meeting held July 8, 2020, seconded by Johnathan Harbert, unanimous.

Curtis Vincent gave an up-date on the new building. They are still blocking walls, framing out walls, one floor receptacle in conference room was put in the wrong place, electrical company will correct problem. Things moving along well. Mr. Vincent is pleased with Pat Williams Crew, Dusty Benoit, Supervisor doing a great job working his crew to get things done. Johnathan Harbert asked Curtis Vincent if the sub-contractor that broke the new sidewalk will repair it. Mr. Vincent said yes, they will repair any damages done during the construction period. He said at the end of project any damages made during the building process will be repaired.

Pat William's Construction pay request #9 for \$308,862.30 was presented to board for review for the new building project.

Johnathan Harbert made a motion to pay Pat Williams Construction pay request of \$308,862.30, Scott Spell seconded, unanimous.

Personnel: Scott Spell spoke on personnel issues, he has met with the office staff numerous times, opportunity to see what job duties they do daily. He feels Ashley Courville is one of the hardest working, underappreciated employees here. Scott Spell feels some personnel changes may be needed and he would like to address at this time. Looking at the six employees and titles, he feels there is too many chiefs and not enough Indians. In the maintenance department Scott Spell feels the Maintenance

Supervisor title needs to be eliminated; all workers fall under the maintenance worker in handbook. Have the maintenance supervisor duties fall to directors. There was a very lengthy discussion on this item between the board and employees that were present at the meeting.

Scott Spell made a motion to eliminate the title of maintenance supervisor, have administrative duties fall to directors, Johnathan Harbert, seconded, unanimous.

In a motion by Scott Spell, add In the policy and procedures handbook for the district pg. 20, 8.2: Types Of Disciplinary Action- If employee receives 3 notices oral or written, within a calendar year, director is required to submit employee at the next monthly board meeting for disciplinary hearing. Johnathan Harbert seconded, unanimous.

In a motion by Scott Spell, amend in the policy and procedures handbook for the district 1.7: Administration of The Plan- add C. Director is authorized to delegate all duties to assistant director at any time to any means director sees fit. In same motion Section 1.1 Definitions: Assistant Director at direction of Director is delegated all administrative duties. Johnathan Harbert, seconded, unanimous.

In a motion by Scott Spell Add in the policy and procedures handbook for the district Section 4.3 Evaluations: Employees will be evaluated on a quarterly basis regarding their job performance. Examples may include but are not limited to job knowledge, productivity, work quality, attitude, initiative, attendance, & dependability. Evaluations will be submitted for review to the Recreation Center Board at meetings. Evaluations will be considered when raises are discussed. Johnathan Harbert, seconded, unanimous.

Johnathan Harbert made a motion to submit employee evaluations to board quarterly, Scott Spell seconded, unanimous.

Policy and Procedures: Scott Spell would like to bring back purchase orders on all purchases, detail on work order as to what was worked on or what was purchased. Gwen LeJuhn told the board, places we purchase details what is being repaired and all receipts are kept in one place until monthly statement comes in, then the receipt purchase is checked with monthly statement and then put in bill folder for payment.

Fall Sports: Loren Labby presented board with a Youth Sports Safety guide, hand out to parents concerning Corona Virus in accordance with CDC Guidelines to follow until further notice. Our plans are to wait until phase three before having any organized sports programs. We will begin registration the Monday following the Governor's announcement that Louisiana will be going into phase three. We will work on getting fields ready to play for soccer and hopefully we will be able to organize some type of a football season for the youth.

Cade Henderson told board that he is just about finished with the agreed upon procedures for the Recreation Center per auditor's request. He will present to the board for approval, hopefully at the next board meeting. He told the board a new account at First Federal is needed to be open for the Debt Service Funds.

Johnathan Harbert made a motion to allow Gwen LeJuhn to inquire about opening a new checking account at First Federal to get the process going and authorizes Diane Conner and Scott Spell to sign any documents needed to open the new account. Scott Spell seconded, unanimous.

Johnathan Harbert made a motion to approve the bills as presented, Scott Spell seconded, unanimous.

There being no further business, Scott Spell made a motion to adjourn, seconded by Johnathan Harbert, unanimous.