

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the board room of the Recreation Building on December 14, 2022, at 5:30pm. 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
 Diane Conner-----Secretary/Treasurer
 Scott Spell-----Commissioner

Absent: Kristal Eastwood-----Vice President
 Johnathan Harbert-----Commissioner

Others: Gwen LeJuhn-----Director
 Loren Labby-----Assistant Director
 Cade Henderson-----Bookkeeper
 Ward 7 Maintenance Employees
 Karen Douglass

Danny Paladino called the meeting to order at 5:32pm.

Scott Spell made a motion to approve the minutes from last month's meeting held on November 9, 2022, Diane Conner seconded the motion, unanimous.

Karen Douglass thanked the board for all their time and work as a commissioner of Ward 7 Recreation. The new building is very enjoyable, and the employees are very courteous and helpful to members of the facility. She is enjoying her workouts in the fitness room and the fitness manager Jessica Heard is extremely helpful with showing the proper way to use the machines. The board thanked her for coming to the meeting to share her experience at the new facility and glad she and others in the community are enjoying the new facility.

Next two agenda items, Pony League Representatives and Clinics/Dane Clark, Vinton High School Coach not addressed, as representatives for each could not attend meeting due to other commitments that came up on the same date.

Time of year for the board to appoint a bank of record and official journal for the 2023 new year. (No public comment)

Diane Conner made a motion to appoint Merchant and Farmers and First Federal, as the bank of record for 2023, seconded by Scott Spell, unanimous.

Scott Spell made a motion to appoint the Lake Charles American Press as the official journal for 2023, Diane Conner seconded, unanimous.

Danny Paladino told the board that Judd Barres, Police Juror contacted him and said the Parish was going to match what the gravity drainage board agreed to help with cost. This is a tremendous help with such an expensive project to stop the erosion in the drainage ditch that runs through Ted Lyons property. It has been a big erosion problem for years, eroding land by our t-ball fields. Meyer & Associates, currently managing the project for bids.

Danny Paladino told the board that Meyer & Associates are working on some drawings for a 80 yard little league football field and soccer fields to put out on the five acres of land purchased by the Ted Lyons complex.

Marketing: Discussion on hiring Ashley Courvelle part- time to help with social media in getting information out to the public on classes and events happening at the new recreational center. Salary for the Marketing position discussed. (No Public Comment)

Scott Spell made a motion to hire Ashley Courvelle for 10 – 15 hours of marketing for the Community Center & Playground #3 at \$20.00 per hour, seconded by Diane Conner.

Concrete Project: Loren Labby told the board that Edmond Southern maintenance is working on a quote for some concrete that is needed at the new playground area. Mr. Riggins is a cement contractor and has been asked to give a quote on the small project. Mr. Riggins has looked at the small project and verbally his quote under the director's budget. The project will continue to move forward to connect the sidewalk out by the new playground.

Jessica Heard gave a short presentation on ideas for summer fitness camp, activities to offer the youth during the summer. It will include two four-week camps with fun fitness activities, learning games and teaching skills in sports including soccer, basketball, baseball/softball, volleyball, strength and stretching. There will be a fee to attend the camp. The fee will help

defray cost of equipment to run the camp. Participants will receive a T-shirt and will be for K through eighth grade. The board thanked her for the presentation and feels her summer camp program for the youth will be great, enhancing health and fitness fun for the youth this summer.

2023 Budget: Cade Henderson presented the board with the 2023 budget. Cade Henderson told the board an ad was placed in the American Press advertising it being on file at the Community Center & Playground #3 for public review last month.

Scott Spell made a motion to approve the 2023 budget as presented, seconded by Diane Conner, unanimous.

Diane Conner told the board that she spoke with Calcasieu Parish Administrators on using the parish for our accounting. One of the most positive things in this will be employees will qualify for parish benefits which include insurance and retirement. If we wanted to start the process for 2023 approval will be needed at this month's meeting. If not, we could start the process later in the year for next year. There was a unanimous feeling with the board for the process to begin for 2023. (No public comment)

Diane Conner made a motion to let the Calcasieu Parish Police Jury start the process of being under the Parish for accounting in 2023. That will remove us from being under our own entity and will be under the Parish. Scott Spell seconded the motion, unanimous.

Employee Evaluations, Yearly Merit Pay Increases: Gwen LeJuhn, Director turned in end of year evaluations for 2022.

At 7:35pm, Scott Spell made a motion to go into executive session, seconded by Diane Conner, unanimous.

At 9:00pm, Scott Spell made a motion to reconvene the regular meeting, seconded by Diane Conner, unanimous.

Scott Spell announced that after 32 years Gwen LeJuhn would be stepping down from the director's position. She will still be employed at Ward 7 Recreation at a different capacity. The board spoke with Loren Labby, Assistant Director, and asked if she wanted the Director's position before advertising the open position. Loren Labby accepted the position. Gwen LeJuhn and the board members thanked Loren Labby for stepping into this position. As of January 1, 2023, Loren Labby will be the new Director of Ward 7 Recreation. Gwen LeJuhn believes in Loren Labby and what she will contribute to the Community Center will be great.

The following pay increase will be for employees in 2023. Loren Labby \$55,000 salary plus fifty dollars a month phone allowance, Edmond Southern, twenty-three dollars per hour plus fifty dollars a month phone allowance, Terry Richard, add .50/per hour, Cleve Cazer, add .50/per hour, Ashley Courville \$37,000 salary plus fifty dollars a month phone allowance, Jessica Heard \$41,500 salary plus fifty dollars a month phone allowance, Heather Milton, add .50/per hour, Cory English, add .50/per hour, Kace Courville, add .50/per hour, Susan Nicks, add .50/per, Cathy Ardoin, add .50/per hour (.25 at end of 90 day training period, other .25 at end of six months.)

Election of Officers: Danny Paladino opened the floor for nominations for President. Scott Spell asked if the other board members were good with their position on the board. Diane Conner and Danny Paladino responded (yes). Since there were only three board members present Scott Spell said he was in favor of leaving the board as is. (No public comment)

Scott Spell made a motion to leave the board as it is currently, Diane Conner seconded, unanimous.

The 2023 Officers: Danny Paladino - President, Kristal Eastwood - Vice President, Diane Conner - Secretary/Treasurer

Cade Henderson presented the monthly bills. (No public comment)

Scott Spell made a motion to approve the bills as presented, Diane Conner seconded, unanimous.

Scott Spell made a motion to adjourn, Diane Conner seconded, unanimous.

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

