



COMMUNITY CENTER & PLAYGROUND

Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668

PHONE: (337)589-5181

ADMIN. DIRECTOR: Loren Labby

BOOKKEEPER: Cade Henderson

WARD 7 RECREATION COMMUNITY CENTER

Board of Commissioners Meeting

Held at Ward 7 Community Center Meeting Room

1615 Horridge Street, Vinton, LA 70668

Wednesday, December 11, 2024, 5:30 PM

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the meeting room of the Community Center on December 11, 2024, at 5:30 PM. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present:

Diane Conner, Secretary
 Kristal Eastwood, Vice President
 Johnathan Harbert, Commissioner

Absent:

Scott Spell, President
 Derek Durio, Commissioner

Others:

Loren Labby, Director
 Cade Henderson, Bookkeeper
 Edmond Southern, Maintenance Supervisor
 Ashley Courville, Sports Director

On a motion by Ms. Eastwood, seconded by Mrs. Conner, and carried unanimously, the Board approved the minutes as presented for the November 13, 2024, regular board meeting. No public comment.

Mr. Henderson presented the Board members with a copy of the 2025 Budget originally presented at the November meeting. The budget review advertisement was in the official journal, Lake Charles American Press, in accordance with Louisiana Budget Requirements for Political Subdivisions. A copy of the budget was kept in the office for review, though no inquiries or requests were made to review the budget. Ms. Eastwood made a motion to approve the budget as presented, seconded by Mrs. Conner; and carried unanimously. No public comment.

Mr. Henderson presented the bills from December for board review and approval. Mr. Henderson drew attention to the Home Depot bill as it was much higher than normal. The board previously gave approval for the purchase of Christmas Decorations and most of the balance was for that purchase. Mrs. Conner asked if plans were being considered for storage after the season. Mrs. Labby explained that the District is looking into storage building options for the Community Center location as there was already a need for storage on location. Mr. Southern will be reaching out to contractors, but he informed the board that he would like to inquire about using space we already have in the current center to potentially build a loft area for storage. He referred to the city building as they have a loft storage area. Ms. Eastwood made a motion to approve the bills as presented,

seconded by Mrs. Conner; and carried unanimously. No public comment.

Mrs. Labby directed the board members to a file she sent for the updated Employee Handbook. In section 3.2: Employee Status and 5.3: Overtime, Full-time employee will be classified as an employee who works forty (40) hours per week. {Changed from an 8-hour day} Section 14 – Cyber Security Policy – has been edited to add policy per Act 155 of the 2020 Louisiana Legislature. Ms. Eastwood made a motion to adopt the changed to the Employee Handbook as presented, seconded by Mrs. Conner; and carried unanimously. No public comment.

Mr. Henderson explained that the current Bank of Record for general funds is Merchants and Farmers Bank. The Bank of Record for Bond and Debt Service is First Federal. Ms. Eastwood made a motion to keep the Bank of Records as is, seconded by Mrs. Conner; and carried unanimously. No public comment.

The current Journal of Record is the Lake Charles American Press. Ms. Eastwood made a motion to adopt Lake Charles American Press as the official journal for 2025, seconded by Mrs. Conner; and carried unanimously. No public comment.

Two fitness instructors approached Mrs. Labby asking for an increase on their wages for their classes. Bubba Jarreau teaches Pilates and asked to increase from \$25 per class to \$50 per class. Randy Benoit teaches Dance Aerobics and asked to increase from \$25 per class to \$40 per class. Mr. Benoit also assists in the Pilates class for \$15 each class with beginner/entry level students. We called the other districts in the area. SPAR pays \$18-24 per class depending on certifications. Ward 3 pays \$25 per class without certifications. They pay \$35 per class for instructors with certifications. They add \$5 per class when class has 8 or more in attendance, whether certified or not. Westlake has not returned our calls yet. Mrs. Labby also wanted the board to note that most Pilates classes pay both instructors. There have been 21 classes from the beginning of November until December 10th. Out of those 21, 16 paid both instructors, for a combined rate of \$40 per class. Mrs. Labby believes we offer a fair rate to our instructors. When compared with the larger districts in the area, we generally pay the same. After a discussion, the board will not make a motion to increase the wages for the fitness class instructors.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mrs. Conner; and carried unanimously. No public comment.