

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 April 17, 2021 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: Scott Spell-----President  
 Diane Conner-----Secretary/Treasurer  
 Johnathan Harbert

Absent: Danny Paladino-----Vice President  
 Kristal Eastwood

Others: Loren Labby-----Assistant Director  
 Curtis Vincent-----Architect  
 Ashley Courville-----Sports Director  
 Shawna Guillory  
 Reed Planchard

Scott Spell, President called meeting to order at 6:03 pm.

Diane Conner made a motion to approve the minutes from the previous meeting held March 10, 2021, Johnathan Harbert seconded, unanimous.

New Building Update: Curtis Vincent told the board that he was on vacation the previous week and had not made it out for a visit in person. He has talked with the contractor and everything is going well and on schedule for completion in July. Mr. Vincent suggested to take pictures of each individual piece of equipment once the fitness equipment is delivered and installed. He recommends inspecting it well before the installers complete the job and leave the facility. Mr. Vincent was asked about the air conditioner that was damaged and he replied that he had no news regarding the replacement, but it is not slowing down the process of completing the building. There was no payment presented at the meeting.

Complaint, Reed Planchard: Mr. Planchard was given the floor to speak on a complaint he had regarding coaches for our baseball/softball program. Mr. Planchard said that he just had a question; why are we reselecting coaches for two teams that had coaches last year? Mr.

Planchard had called the office to find out when the coach's meeting would be. He said he was told that his name was going to get put into a hat to draw from along with two other coaches. Mr. Planchard did not think he should lose his team or must have his name drawn from a hat because someone else wants a team. Mr. Spell told Mr. Planchard that he believed the hat situation had been taken care of and gave the floor to Mrs. Courville. Mrs. Courville said that she had selected her coaches for that age group. She explained the hat draw was not her idea but had been suggested by the Director, Mrs. LeJuhn, as the fairest way to handle deciding who would receive teams since all three coaches that requested teams had been head coaches in our league for some age group. Mr. Planchard was told at that time that he had not been chosen as a head coach and asked why he was replaced. Mrs. Courville explained her main reasoning behind her choice was how Mr. Planchard handled himself on the phone with her and then following their phone call. She stated that originally, she did not tell him that he would not have a team, she only told him what had been decided with the Director regarding drawing for teams. There was a discussion with the Board on how coaches for leagues are chosen and if there are policies in place for that. Mrs. Labby said that currently, there is no written policy on how coaches are picked. There is no policy that states a head coach gets to return, but nothing stating that he/she does not. The only policy in place is guidelines for coaches once they have already been chosen. Mrs. Labby stated that there were some of those guidelines that had not been followed by Mr. Planchard, specifically regarding unreturned equipment and scheduling conflicts. After a lengthy discussion, the Board decided that sufficient documentation had not been kept in the office regarding specific situations mentioned by Mrs. Labby. The Board would like to see more documentation regarding how coaches are chosen, guidelines for those coaches, how complaints received are handled, equipment that is assigned to coaches, and how that equipment is collected after the season ends. These documents should be signed by the coaches when received. Without that documentation, they did not feel like they could support those reasonings in replacing Mr. Planchard as a coach.

Johnathan Harbert made a motion that Mr. Reed Planchard would receive the team, seconded by Diane Conner, unanimous.

Johnathan Harbert made a motion for a recess, Diane Conner seconded, unanimous at 6:43 PM. Mr. Spell asked for the record to that there is no public for comment.

Johnathan Harbert made a motion to return to regular session, Diane Conner seconded, unanimous at 6:49 PM.

Sports & Facilities Manual: Mrs. Labby had previously provided the Board with a draft covering sports programs and the new facilities. Mrs. Labby asked for more time to work on the draft. This will give the new sports director time to go over the policies and create new ones to cover the issues discussed earlier in this meeting. The Board discussed what new policy could be on unreturned equipment. They would like to see a timeframe set that would include sending out certified letters and the acknowledgement of criminal charges if not returned. Hours and fees for the new building were discussed. The Board will gauge use of the facility once open and modify hours if needed.

Johnathan Harbert made a motion for a recess, Diane Conner seconded, unanimous at 7:20 PM

Johnathan Harbert made a motion to return to regular session, Diane Conner seconded, unanimous at 7:34 PM.

Mr. Spell would like the record to show that we are continuing the discussion on sports and facilities, specifically attendants for the fitness room. Mrs. Labby spoke regarding the interviews that had taken place for the Fitness Manager position. At this time, she feels it may work better to look for part-time attendants with the possibility of turning into a full-time position. Mrs. Conner would like for it to be taken into consideration of bringing in a full-time attendant with the possibility of moving up to the manager position. The Board also discussed having one of the directors take training courses to get a license to instruct CPR and AED training. Mrs. Labby will find more information on that and present it to the Board.

New Building Game Room: Mrs. Labby presented multiple options for the game room in the new building. These included indoor playground areas, gaming systems, computers, and exercise gaming fitness. The Board discussed the ideas and preferred the option of gaming fitness that would be geared towards multiple age groups. Mrs. Labby will contact Exergame for an initial quote on a few pieces of equipment to get an idea of prices.

New Building Purchases: Mrs. Labby presented the Board with pricing options on commercial coffee machines, ice and water dispensers, and new and used vending machines. After discussing coffee and vending machines, the Board chose to hold off on the purchase of these items. Information will be gathered from Community Coffee and other vending representatives in our area. The Board prefers the option of these companies setting up and stocking the machines and items instead of the Recreation Center handling it. The discussion on other items for the building continued with mostly janitorial items being the topic. Mrs. Labby presented a

spreadsheet with price break downs, two of the companies are on state contract. Many of the items needed are available on state contract and will be purchased that way.

Johnathan Harbert made a motion to purchase indoor and outdoor trashcans on state contract, Diane Conner seconded, unanimous. Mr. Spell would like the record to show that there is no one present for public comment.

Director's Report: In Mrs. LeJuhn's absence, Mrs. Labby presented the Director's Report to the Board. There was a discussion on the damaged restroom located at the ballpark. Repairs have not been made since the hurricane as we are still waiting on quotes. It was noticed that there is also termite damage to the structure. The Board decided that demolishing this structure would be best at this time instead of repairing it. Mrs. Labby also wanted the Board to be aware that the annual charge for recreation facility software has the potential to change with the current software becoming obsolete.

Sports Director's Report: Mrs. Courville explained to the Board that the numbers for registration are completed and she is planning to start practices in the beginning of May and start playing games in June.

Pavilion Area, Demo: Mrs. Labby contacted the companies that had turned in quotes for demolishing the pavilion to get more specific break downs of their quotes. When speaking with Wingate, there was some confusion over whether the removal of concrete was included or not. Mr. Wingate does not haul dirt so the Recreation Center would need that done separately. Wingate's quote was thrown out for not being the complete job requested. The three complete quotes received are as follows:

Revco Construction: \$19,500  
Smith & Sons: \$19,500  
D & G Construction: \$24,000

The Board asked Mrs. Labby to find out when the two low bidders could begin the project. That information will be emailed to the Board Members. No further action was taken at this time.

Pavilion Area, New Site Plan: Mrs. Labby asked the Board to start considering what can be done in the area where the pavilion will be demolished. Mrs. Labby will reach out to Mr. Vincent to see if a Scope of Work was completed to demolish the Recreation Center. It was also suggested to contact Byron with Meyer's and Associates regarding the demo. This will be revisited once more information is available.

Summer Feeding Program: Mrs. Davis, Calcasieu Parish Police Jury, contacted the Recreation Center Office to have the Cooperative Endeavor Agreement signed for the 2021 Summer Feeding Program. Mrs. Labby spoke with Mrs. Davis regarding setup if the new building is not completed at the time the program starts. The program is grab-and-go again this year. If we are not in the new building, they will still be able to set up in the parking lot.

Johnathan Harbert made a motion to sign the agreement for Summer Feeding Program, Diane Conner seconded, unanimous. No public comment.

Johnathan Harbert made a motion to approve the bills, Diane Conner seconded, unanimous.

Johnathan Harbert made a motion to go into executive session, Diane Conner seconded, unanimous at 9:17 PM.

Johnathan Harbert made a motion to return to regular session, Diane Conner seconded, unanimous at 9:31 PM.

Johnathan Harbert made a motion to adjourn, Diane Conner seconded, unanimous.