



COMMUNITY CENTER & PLAYGROUND DIST. NO. 3
 Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668
 PHONE: (337)589-5181 FAX:(337)589-5182
 ADMIN. DIRECTOR: Loren Labby
 BOOKKEEPER: Cade Henderson

WARD 7 RECREATION COMMUNITY CENTER
Regular Board of Commissioners Meeting
Held at Ward 7 Community Center Meeting Room
1615 Horridge Street, Vinton, LA 70668
Wednesday, March 8, 2023, 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 March 8, 2023, 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: Danny Paladino, President
 Kristal Eastwood, Vice President
 Johnathan Harbert, Commissioner
 Scott Spell, Commissioner

Absent: Diane Conner, Secretary

Others: Loren Labby, Director
 Edmond Southern, Maintenance Supervisor
 Jessica Heard, Fitness Room Manager
 Ashley Courville, Sports Director
 Susan Nicks, Employee
 Cade Henderson, Bookkeeper
 Mr. David Brucchaus

On a motion by Ms. Eastwood, seconded by Mr. Spell, and carried, the Board approved the minutes as presented for the February 8, 2023, regular board meeting.

Loren Labby presented the Board with the Director's Report for the month. After looking into multiple third party human resource companies, Mrs. Labby has decided at this time not to move forward with outsourcing this element. Meeting notes from staff meetings were given to each board member. We have started planning out summer programming. A list of upcoming events was also presented to the board members.

- i. Mrs. Labby presented the Board with a quote from Smith & Sons LLC to clear out and clean up the tree line along the fence at the ballpark. Quote was for \$4,700 which falls under the directors' limit; therefore a vote of approval was not necessary.

- ii. At the November 2021 Board Meeting it was approved to apply for a business credit card with First Federal Bank of Louisiana. This process was never completed. Mrs. Labby asked the Board to acknowledge on record this approval and move forward with authorizing issuance of card, naming a signer, & limit per cardholder. On a motion by Scott Spell, seconded by Kristal Eastwood, and carried, a motion was made to approve issuance of a credit card for business purchases listing the director as the signer, Loren Labby, with a limit of \$20,000.00 through First Federal Bank.
- iii. Mrs. Labby asked the Board to consider a change to the Employee Policy Handbook, Section 2.1A that currently states: CCP3 is required to advertise all vacant positions in the adopted official journal. Mrs. Labby asked that the district be allowed to advertise on their website and social media page. On a motion made by Ms. Eastwood, seconded by Mr. Spell, and carried, a motion was made to change the policy to allow advertising for open positions on the website and social media page.
- iv. Mrs. Labby wanted to remind the Board to take their ethics tests for 2023.
- v. The following bills and payroll checks were approved through email and need to be added to the record:
 - a. Check # 3352 through 3373; Payroll, Class Instructors, & Bills were sent out through email for approval. DP, SS, DC
 - b. Bryco Quote for ballpark additions. (Wiring, receptacles, & lights added to new addition area by shop.) Approved by SS, DC, DP
 - c. Transfer money collected from General Account to Debt Service Account to make 1st Debt Service payment for 2023. Transferring \$668,385.41. Approved by DP, SS, DC
 - d. Wire transfer made from First Federal Debt Service Account to Hancock Whitney for General Obligation Bond Payment for the amount of \$393,650.00. Approved by DP, SS, DC. Mr. Paladino went to bank to make the transfer.
 - e. Check # 3374 through 3405; Payroll, Class Instructors, & Bills were sent out through email for approval. DP, SS, JH
- vi. Mrs. Labby is currently waiting on a quote from Pryor Business Training to set up all full-time employees with access to their training modules.
- vii. The Vinton High School volleyball coach will be hosting a free volleyball clinic at the Recreation Center on May 6th.

Edmond Southern presented the Board with the maintenance report for the month. The lean to at the ballpark has been completed. The Town of Vinton came out and moved the lights at the playground area. The bottle filler has been added to the water fountain in front of the main restrooms at the new building. The pool water fountain had a leak that has now been repaired as well. At last month's meeting, a quote was approved for \$7,300 to install a ramp and additional concrete to the new lean to area. A larger gate was installed, so the ramp needs to be bigger than quoted. Mr. Southern asked the board to amend the quote to reflect this change. The new price is \$8,000.00 for the job. On a motion by Ms. Eastwood, seconded by Mr. Spell, and carried, the Board approved to amend the quote for the concrete ramp to \$8,000.00. Mr. Southern also presented the Board with a quote to repair the press boxes at the ballpark. After a discussion, it was unclear what extent of work would be covered. Mr. Southern will reach back out to the contractor and get a detailed breakdown of what work will be done.

Record to show Mr. Harbert has arrived at 5:45 pm.

Ashley Courville updated the Board on sports programs. Practices have begun for baseball and softball teams. Fields are being worked daily due to rocks that were unseen until new dirt was spread onto the fields. The uniform order is being placed with 4D Outfitters by the end of the week. Jamboree is scheduled for April 15, 2023.

Jessica Heard gave the Board an update on the fitness room memberships and workout plans. The Stroller Derby Challenge is going well. Participation numbers were not as high as we had hoped, although the challenge has brought in new people to the community center. Zumba and Yoga classes were added to the fitness class schedule that started March 1st and seem to be going well. Mrs. Heard gave a presentation on Hormones and Your Body free to the public. She provided the Board with copies of the information that was given to those that attended. McNeese is hosting senior games this month. Mrs. Heard asked for permission to transport the seniors that are representing Vinton in the competition. Mr. Brucchaus was asked for his opinion as general counsel. Mr. Brucchaus replied that the coverage should be in the policy. It is up to the District to ensure that the person driving a District vehicle is both listed on the policy and possess a valid driver's license. He also recommends any person riding in a District vehicle that is not an employee sign an indemnification agreement. Mrs. Heard informed the Board that she is currently getting quotes for employees to participate in CPR Training.

Mr. David Bruchhaus was in attendance to discuss his findings in regards to personnel issues that were discussed with him at the previous meeting. In his opinion the current handbook is not a good system and needs to be changed. Everything funnels through the Board and that shouldn't be the case. He feels the Director should be allowed to run things. With changes to policy in place, this should be able to be done. Mr. Brucchaus suggests the wording be changed to remove the grievance policy that sends employees to the Board, as the director should have the authority to reduce pay, suspend, demote, or dismiss any employee. If the Board agrees with the changes, Mr. Bruchhaus will come back to the next meeting with changes and specifics. The following are Mr. Bruchhaus's recommendations:

1. Director to have the authority to suspend, reduce pay, demote, and dismiss any employee caused by any major violation of policy, any cause that is detrimental to the conduct of the District's business, or three written notices of disciplinary action within one calendar year.
2. Director to serve as authority in the event that an employee files a grievance as to any written notice/write up by the Assistant Director or a Supervisor.
3. In the event of a dismissal or in the event of three written notices of disciplinary action within one calendar year, the Employee may file a written grievance for review by the Board at the next regularly scheduled meeting. The decision of the Board shall be final.
4. Single incident written notice of disciplinary action that do not result in dismissal or termination are not appealable and will not be reviewed by the Board.

Mr. Bruchhaus also discussed the vehicle policy as he will have suggestions to present at the next board meeting.

Mr. Cade Henderson presented the Board with the current financials. On a motion by Ms. Eastwood, seconded by Mr. Spell, and carried; the Board made a motion to approve the bills.

Mr. Paladino updated the Board on all open projects.

- a. Lateral W-13: Pre-construction meeting took place on March 2, 2023 at 1:00pm. Work will begin on March 13, 2023. The initial work to be done will be removing the old fence and installing a temporary fence around the construction area.
- b. Ted Lyons expansion is currently on hold.
- c. Outdoor Recreation Area: Bid opening has been moved to March 28, 2023, at 10:30 am. This change was made to allow a change in design that would allow the project to be closer to budget pricing.

Mrs. Labby will not be presenting playground site amenities due to only one quote being received.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mr. Harbert, unanimous.