

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE
Regular Meeting – 5:00 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, Louisiana
Commission Minutes
January 26, 2017**

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held at BREC's Administrative Offices on January 26, 2017. The meeting was called to order at 5:01 p.m. by Lloyd H. Benson II, Chairman. Mr. Benson recognized Commissioner Shelton Dixon, who offered the invocation. Commissioner Davis Rhorer led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Sandra Davis, Shelton C. Dixon, Kenneth Pointer, Davis Rhorer, David Tatman, and Rossie Washington, Jr. Commissioner Larry Selders arrived at 5:05 p.m. Commissioner Mike Walker was absent. Staff members present were Carolyn McKnight, Superintendent; Dale Auzenne, Assistant Superintendent; Reed Richard, Assistant Superintendent; Phil Frost; Steven Knight; Juan Martinez; Cheryl Michelet; Mike Raby; Brandon Smith; Justin Smith; Stephanie Trim; and Chris Marchiafava. Jim Raines, legal counsel, and Carl Stages, Executive Director of BREC Foundation, were also in attendance. The audience consisted of BREC staff, media, and the general public.

Public Comment

Mr. Benson opened the floor for public comment on the agenda items and asked if there was anyone who would like to speak on any agenda item. Hearing none, Mr. Benson closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of December 21, 2016 be dispensed with and that they be approved as written.

Motion by Mr. Rhorer

Second by Mr. Washington

Approved by unanimous consent

Consent Calendar

Resolved, That the Recreation and Park Commission for the Parish of East Baton Rouge does hereby approve the Consent Calendar items.

Motion to approve by Mr. Dixon

Second by Ms. Davis

Approved by unanimous consent

The following items were approved as part of the Consent Calendar:

Acceptance of Recommendations for the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions for the month of January 2017.

Presentations

The Commission viewed an informational video highlighting the grand opening of Jefferson Highway Park and upcoming events in February.

Reports of Officers and Standing Committees

Mr. Benson recognized Ms. McKnight for the Superintendent's Report. Ms. McKnight stated that there were no administrative matters this month and she recognized Reed Richard who gave the construction update.

Mr. Benson recognized Mr. Selders for the Finance Advisory Committee report. Mr. Selders recognized Juan Martinez, Finance Director, to review the items. Mr. Selders stated that Items 1 and 2 under Contracts and Bids would be taken together. Mr. Martinez read the following resolutions:

Resolved, That the Commission award Sealed Bid #1687 – Annual Swimming Pool Chemicals to the lowest bidder, Poolsure for their respective price as listed on the bid recap sheet.

Resolved, That the Commission award Sealed Bid #1690 – Re-bid of Annual Swimming Pool Chemicals to the lowest bidders Sela Aquatics, Leslie, and Poolsure for their respective pricing as listed on the bid recap sheet.

Motion to approve by Mr. Tatman

Second by Mr. Rhorer

Unanimously approved

Mr. Martinez read the following resolution:

Resolved, That the Commission award Sealed Bid #1691 – Annual Contract for Engineered Wood Fiber to the lowest bidder, Phillips Bark Processing Company for their respective prices as listed on the bid recap sheet.

Motion to approve by Mr. Rhorer

Second by Mr. Washington

Unanimously approved

Mr. Benson recognized Mr. Washington for the Selection of Professionals Committee report. Mr. Washington recognized Justin Smith, Park Operations Director, who read the following resolution and answered questions about the item:

Resolved, That the Commission approve the use of State Contract #4400008674 with Weststaff Temporary Staffing Services to hire temporary staff as needed to fill vacant positions for the Park Operations and Golf Departments at the contracted hourly rates; not to exceed a total of \$550,000 for 2017 with \$350,000 allocated from Park Operations and \$200,000 allocated from Golf.

Motion to approve by Mr. Selders

Second by Mr. Washington

Unanimously approved

Mr. Benson recognized Ms. Davis for the Internal Audit and Oversight Committee report. Ms. Davis recognized Ms. Andrea Roberts, Internal Audit Manager, who provided the Commission information regarding the committee and its functions. Ms. Roberts explained that the name of the committee had been changed to the Internal Process Review Committee to more closely reflect the intentions of the agency. She gave a presentation explaining the functions of the area and committee. Ms. Roberts then read the following resolutions:

Resolved, That the Commission approve the Internal Process Review Manual, as presented.

Resolved, That the Commission approve the Internal Process Review Charter, as presented.

Motion to approve by Mr. Dixon

Second by Ms. Davis

Unanimously approved

Special Orders

Mr. Benson announced the next item of business was the election of officers. Mr. Benson turned the meeting over to the Treasurer Larry Selders for the election of Chair. Mr. Selders announced that the nominations were open for Chair. Mr. Washington nominated Mr. Benson and Mr. Rhorer seconded the nomination. Mr. Selders asked if there were any further nominations, hearing none he closed the nominations and declared that Mr. Benson was elected Chair.

Mr. Benson announced that the nominations were open for Vice Chair. Mr. Benson nominated Shelton C. Dixon and Mr. Washington seconded the nomination. Mr. Benson asked if there were any further nominations, hearing none he closed the nominations and declared that Mr. Dixon was elected Vice Chair.

Mr. Benson announced that the nominations were open for Treasurer. Mr. Dixon nominated Mr. Selders and Mr. Rhorer seconded the nomination. Mr. Benson asked if there were any further nominations, hearing none he closed the nominations and declared that Mr. Selders was elected Treasurer.

Mr. Benson announced that if there was no objection the items regarding committee appointments and other appointments would be deferred to the next Commission meeting. There was no objection and the items were deferred.

Adjournment

Mr. Washington made a motion to adjourn, Ms. Davis seconded and the meeting adjourned without objection at 5:27 p.m.

Carolyn McKnight, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson II, Chairman