

**St. Tammany Parish Development District**  
**Board of Commissioners**  
**OFFICIAL MINUTES**  
January 17, 2019

President Bill Davis called the meeting to order at 3:02pm

**Present:** Rhonda Bagby, Bill Davis, Mike Gambrell, Al Hamauei, Oscar Hernandez, Bruce Javery, Marty Mayer, Bill Newton, Mike Tillman, and William Wainwright

**Absent:** Scott Day

**Staff:** Chris Masingill, Sharon DeLong, Ronda Sides, Elizabeth Lee, Jolie Bernard, and Jake Nickens

**Legal Counsel:** Joe Chautin with Hardy, Carey, Chautin, & Balkin

**Guests:** Doug Lloyd; Lacey Toledano of St. Tammany West Chamber of Commerce

**Minutes:** Rhonda Bagby, seconded by Oscar Hernandez, made a motion to accept the minutes of the December 13 meeting. All were in favor, motion passed.

**Public Comment:** There were no comments on agenda items from the public.

**Financial Report:** Rhonda Bagby, Treasurer, presented the December financial report. William Wainwright, seconded by Mike Tillman, made a motion to accept the financial report for December 2018 as given. All were in favor, motion passed. Bagby presented a recommendation of the Finance Committee's Action Plan to move \$750,000 into an interest-bearing LAMP account, which reflected the ROI based on the past 6 months. Marty Mayer, seconded by Mike Tillman, made a motion to increase the balance of the current LAMP account to \$750,000. All were in favor, motion passed.

**Executive Team Update: Chris Masingill**  
**2018 Recap**

Chris Masingill reported that we concluded 2018 on a high note with two major project announcements:

- Advanced Sinter Metal Technologies, Inc. in Slidell
- Expansion of Diversified Foods & Seasonings in Madisonville.

Stakeholder Engagement | During his first six months on the ground, Masingill reported taking time to meet with business, industry, government, non-profit, and education stakeholder has been a top priority.

- December 2018 | 28 engagements
- July – December 2018 | 263 engagements

**Organizational Updates**

Kicked off the new year by welcoming two members to our St. Tammany Corporation team:

- Jolie Bernard | Communications Manager  
In this role, Jolie will be responsible for communicating information to the media and general public as well as implementing our public information, external messaging, and communications strategies. She brings to this position eighteen years of communications experience having worked in broadcast television as well as the private sector as a communications consultant. Jolie earned a dual degree in Biology and Chemistry from Dillard University.
- Jake Nickens | Coordinator of Business and Technical Services

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Jake will be responsible for land and site development including site certification; assist the Corporation in project financing, funding, credit analysis, and economic development incentives; serve as the project manager and compliance specialist for the state ITEP projects and the local PILOT projects of the St. Tammany Parish Development District; and participate as an integral member of the economic development team to support business attraction and retention. Jake is a certified Economic Development Finance Professional and earned his Master's degree in economic development.

- On the administrative side, we are currently reviewing our written procedures, including the Policy and Procedures Manual and the Employee Handbook. We will present to you our recommendations for revisions in February.

**Project Activity**

- There are approximately 20 active projects in our pipeline at this time. The staff has been heavily engaged with four projects: one attraction, three retention.

**Workforce and Talent Development**

- The Workforce Gap Analysis Project launched this week. This project will conclude by the end of the second quarter. This project is the next phase of the overall strategic planning process and will serve as the cornerstone of our forthcoming workforce development and talent retention programs and initiatives.

**OLD BUSINESS**

- Chris Masingill, along with Melissa Medley of Vision First Advisors (via tele-conference), led the members through a presentation of the initial Economic Development Strategic Plan Draft, as well as the Marketing Assessment and Recommendations Draft. The plans build capacity, sophistication, and competitiveness into STPDD, and position the organization as orchestrator of business development in St. Tammany Parish. Two follow-up roundtable discussions will take Commissioners for a deep dive into the plans, as well as address any questions or concerns of those in attendance. The meetings will take place 4pm, Tuesday, Jan 22; and 2 pm, Wednesday, Jan 23 and are open to the public. (*Attachment A*)

**NEW BUSINESS**

- **Election of Officers:**
  - Al Hamauei nominated Bill Davis as President. No other nominations were presented. Bill Davis was elected President of the Board of Commissioners.
  - Bruce Javery nominated Marty Mayer as Vice President. No other nominations were presented. Marty Mayer was elected Vice-President of the Board of Commissioners.
  - Rhonda Bagby nominated Oscar Hernandez as Secretary/Treasurer. No other nominations were presented. Oscar Hernandez was elected Secretary/Treasurer of the Board of Commissioners
  
- **Bank Signature Card Resolution:** Rhonda Bagby, seconded by Bill Newton, motioned to adopt the resolution naming authorized signatories and an account administrator to the Hancock Whitney Bank account and the LAMP Account. All were in favor, motion passed with a roll call vote. Scott Day was not present; Marty Mayer left the meeting at 5:02 pm, prior to adoption of this resolution.

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- **Committees:**
  - 2019 Finance Committee: Oscar Hernandez, Chair; Mike Tillman, Al Hamauei, and Mike Gambrell will serve
  - 2019 Nominating Committee: Bill Davis; Marty Mayer; Chris Masingill; Parish President, Pat Brister; and one other member selected by the parish president (yet to be named)
  
- **Employee & Payroll Certification Reports:** Bill Davis stated Florida Marine Transporters reported that of the required 180 employees and \$18 million in payroll, the numbers were surpassed with 213.5 employees and \$21.6 million in payroll; Associated Wholesale Grocers also surpassed its requirements 283 employees and \$11.4 in payroll with 407 employees and 19.7 million in payroll; while Rooms To Go had no requirements imposed, they reported 196 employees.
  
- **Annual Certifications and Training**
  - Sharon DeLong asked board members to review the Code of Governmental Ethics Summary included in the board packets and to acknowledge receipt of this document by initialing the Acknowledgement sheet distributed
  - DeLong also reminded the Commissioners of the annual ethics training mandated by the State of Louisiana and requested that all complete the training by March 31, 2019 by submitting their certificate of completion to the STPDD office for filing.
  
- **Review of 2019 Commission Meetings**
  - Chris Masingill stated the 2019 meetings dates were included in the monthly informational packets and asked that everyone calendar these dates for optimum attendance.

**DISCUSSION ITEMS NOT ON AGENDA:** NONE

**ANNOUNCEMENTS:**

- GNO Inc 2019 Annual Meeting is Friday, Feb 8<sup>th</sup>; please RSVP by calling the office.
- The next meeting of the Board of Commissioners is 3:30 pm, February 21<sup>st</sup>.

The meeting adjourned at 6:15 pm.

Minutes respectfully submitted by Sharon DeLong, Manager of Administration