

Minutes of the Special Meeting of the Administration, Personnel and Audit Committee of the Board of Commissioners of the Lake Charles Harbor and Terminal District held at 3:00 P.M., Monday, November 19, 2018, in the Board Room of the Port of Lake Charles located at 1611 West Sallier Street, Lake Charles, Louisiana.

In attendance was:

Dudley R. Dixon, Chairman
Michael G. Eason, President
Elcie J. Guillory, Committee Member (arrived in Executive Session)
Carl Krielow, Committee Member
John LeBlanc, Committee Member
Tom Lorenzi, Committee Member

Absent:

David J. Darbone, Committee Member

Also Present:

Bill Rase, Executive Director
Richert Self, Deputy Executive Director

Mr. Dixon called the meeting to order at 12:02 p.m.

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1. Executive Session for evaluation of Executive Director and General Counsel and any appropriate action.
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Mr. Dixon asked for a motion to enter into Executive Session. Mr. Eason offered a motion to enter into Executive Session. Mr. Krielow seconded the motion and it carried unanimously. Motion and it carried unanimously. The Committee entered into Executive Session at 3:03 p.m.

On a motion from Mr. Krielow seconded by Mr. Lorenzi, the Committee returned from Executive Session at 3:58 p.m.

Mr. Dixon offered a Resolution 2018 – 041 to authorize the Board President to amend the contracts of the Executive Director and General Counsel, effective January 2019, to provide the following:

a. Each contract for the Executive Director and General Counsel would, effective January 1, 2019, be amended to provide for an earned and accrued benefit of two (2) additional years (additional to Resolution 2017 – 073) of District paid retiree health and dental insurance to be commenced to be paid on a monthly basis, upon the retirement of the Executive Director or the General Counsel, the full cost (employee and spouse or family as appropriate) as of the date paid, of the health and dental premium providing coverage as provided to other full time employees of the District (Future Health Insurance Costs).

b. The Executive Director and General Counsel will be granted, effective January 1, 2019 and additional to current annual leave benefits provided for in the 2018 contracts (additional to Resolution 2017 – 073), two (2) additional weeks (14 days) of paid annual leave and two (2) additional weeks (14 days) of paid sick leave for two years.

Mr. Dixon offered a motion to recommend to the full Board at the December 19, 2018 Regular Meeting to adopt Resolution 2018 – 041. Mr. LeBlanc seconded the motion and it carried unanimously.

Being a Committee recommendation, no second to the motion is needed. The Board passed the motion unanimously.

2. Other matters that may properly come before the Committee.

Mr. Dixon stated the Committee would also like to retain a performance evaluation expert to provide training for the Committee, through McNeese State University to include performance evaluations, goal settings and compensation. Mr. LeBlanc offered a motion for the Committee to retain an expert. Mr. Krielow seconded the motion and it carried unanimously. No action was needed by the full Board.

Mr. Dixon stated there were no other matters to be discussed and asked for a motion to adjourn. Mr. LeBlanc offered a motion to adjourn. Mr. Guillory seconded the motion and it carried unanimously. The meeting adjourned at 4:08 p.m.

This minute entry is made to document the presence of a quorum of the Committee. No other minutes are required or necessary.

All discussions held on the above items were recorded on the FTR Gold program, and saved on the District's mail file servicer in the District's office.

Dudley R. Dixon, Chairman

ATTEST:

Michael G. Eason, President

Elcie J. Guillory, Committee Member

Carl Krielow, Committee Member

John L. LeBlanc, Committee Member

Tom Lorenzi, Committee Member