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MOSQUITO ABATEMENT DISTRICT

ST. TAMMANY PARISH

BOARD OF COMMISSIONERS

Dr. Eugene A. Garcia III	Chairman
Dr. Peter J. Gerone	Secretary - Treasurer
Anthony Alfred	Commissioner
Dr. Andrew J. Englande Jr.	Commissioner
David C. Stuart	Commissioner

DIRECTOR
Victoria G. Taylor

MINUTES

Board of Commissioners Meeting January 24, 2018

OPEN

The meeting of the Board of Commissioners, St. Tammany Parish Mosquito Abatement District, was called to order at 12:52pm by Acting Chairman David Stuart, in the District office at 62512 Airport Road, Building 23, Slidell, Louisiana.

Present were Mr. Anthony Alfred, Dr. A.J. Englande, Jr., Dr. Peter Gerone, and Mr. David Stuart, Commissioners; Dr. Bob Lowrie, Advisor; Mr. Jake Abdalla, Legal Counsel; Mrs. Viki Taylor, Director; and Dr. Kevin Caillouet, Assistant Director. Dr. Ron Francis and Dr. Dawn Wesson, Advisors; and Calvin Smotherman, Field Operations Supervisor were absent.

MINUTES

The minutes from the November 14, 2017 meeting were presented. The minutes were approved on a motion by Commissioner Alfred. Commissioner Englande seconded the motion. Carried.

TREASURER'S REPORT

The Treasurer's Report was presented and discussed. The Treasurer's Report was accepted on a motion by Commissioner Gerone. Commissioner Englande seconded the motion. Carried.

FINANCIAL SERVICES REQUEST FOR PROPOSAL (RFP)

Assistant Director Caillouet reported that public entities must request public bid proposals from all parish banks, to comply with the Louisiana Public Banking Law. A request for proposals will be published in the official journal and issued to all St Tammany Parish banks. Bids will be opened at the February meeting.

DR. GARCIA'S LETTER TO THE BOARD

Director Taylor stated that Dr. Eugene Garcia sent the St. Tammany Parish Council his letter of resignation from the Board of Commissioners. At Dr. Garcia's request, she shared the letter with the Board.

NOMINATIONS FOR OPEN COMMISSIONER POSITION

The Assistant Director provided a professional profile of two candidates to replace Dr. Garcia's vacant seat. The Board also discussed additional candidates. Assistant Director Caillouet was asked to contact one specific candidate to learn if they would consider serving on the Board. If interested, a letter of recommendation will be sent to the Parish Council.

ANNUAL LEAVE CARRYOVER LIMITS

Director Taylor stated that at its April meeting, the Board decided to award sick and vacation leave accrual on a biweekly basis. As a result, the Personnel Policy Handbook - Annual Leave policy required revision. Commissioner Gerone moved to accept the policy as amended. Commissioner Alfred seconded the motion. Carried.

POST-EMPLOYMENT HEALTHCARE PLAN (PEHP)

Assistant Director Caillouet reported that in place of post employment medical coverage, St. Tammany Parish Government funds a percentage of each full time employee's annual salary into a PEHP, with the employee directing the funds into optional available investments. After employment ceases, the money can be used for payment of medical premiums, co-pays, and pharmaceuticals. Because the District also does not offer post employment medical coverage, he presented two options, or a combination of both, for District employees.

Option one - Allow employees that do not use all of their vacation leave each year to convert unused leave into the PEHP annually.

Option two - Allow the District to contribute an annual-fixed amount of \$500 into each full time employee's PEHP.

Commissioner Alfred moved to accept both post employment healthcare options. Commissioner Gerone seconded the motion. Carried.

SALARY SCHEDULE AND PAY INCREASE STRATEGY

The Assistant Director presented the salary schedule for each position with minimum and maximum salaries, pay increase strategies, COL increases, annual performance based pay raises, and step or tenure-based increases. The salary schedule and pay increase strategy will be periodically evaluated to ensure that salaries are reasonable for a public agency of similar function. Discussion followed.

Commissioner Alfred moved to accept the salary schedule and pay increase strategy as presented. Commissioner Englande seconded the motion. Carried.

ETHICS POLICY CONFIRMATION AND SEXUAL HARASSMENT TRAINING

The Board reviewed the Louisiana Code of Governmental Ethics Business Ethics Policy. Each Commissioner executed the Acknowledgment and Receipt of Annual Ethics Policy.

Commissioners received access information for online sexual harassment training. After completing the annual training session, acknowledgment statements will be signed.

EMPLOYEE POSITION CHANGES

Executive Session

A motion was made by Commissioner Alfred to move into Executive Session to discuss (a) personnel matter and (b) transition of Director's position. Commissioner Englande seconded the motion. The motion carried. Acting Chairman Stuart called the Executive Session to order at 1:40pm.

Acting Chairman Stuart closed the Executive Session at 2:00pm, on a motion by Commissioner Gerone. Commissioner Alfred seconded the motion. Carried.

Regular Session Resumes

Commissioner Gerone moved to accept the Director's recommendations on the following position changes, at the salaries discussed, after her February 28 retirement. Assistant Director Kevin Caillouet will assume the role of Director, Calvin Smotherman will be promoted from Field Operations Supervisor to Assistant Director, and Acting Field Supervisor/Biologist Josh Foulon will fill the position of Field Operations Supervisor. Commissioner Englande seconded the motion. Carried.

Commissioner Gerone further moved to grant immediate authorization to Assistant Director Caillouet over all financial accounts and matters. Commissioner Alfred seconded the motion. Carried.

Legal Counsel Abdalla stated that the Board discussed an employee disciplinary issue; however, the Board took no action at this time.

2018 OPERATIONAL AND ADMINISTRATIVE PRIORITIES

The Assistant Director briefly reviewed a list of administrative accomplishments for 2017 and objectives for 2018.

RECAP OF 2017 LMCA ANNUAL MEETING, COVINGTON, LA

Assistant Director Caillouet provided a recap of the LMCA Annual Meeting, hosted by the District this past December. There were approximately 200 delegates. The highlight of the meeting was a presentation by local resident and WNV survivor Amanda Young. The LMCA also organized its first annual poster session, with 24 participants. In addition, the Stephen C. Mayor Operational Achievement Award was presented to Nick DeLisi, the District's entomologist. The Board concurred that the meeting was exceptional.

UPCOMING PROFESSIONAL MEETING - AMCA ANNUAL MEETING - KANSAS CITY, MISSOURI, FEBRUARY 26-MARCH 2

Director Taylor reviewed flight itineraries and ground transportation arrangements. Per diem and hotel accommodations will be distributed at the February meeting.

MOSQUITO CONTROL REPORT

There was no report.

ADJOURN

There being no further business, Commissioner Englande moved to adjourn the meeting at 2:10pm. Commissioner Gerone seconded the motion. The motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dr. Peter J. Gerone (VT)". The signature is written in black ink and is positioned above the printed name and title.

Dr. Peter J. Gerone
Secretary/Treasurer