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 3:30 P.M., Friday, November 20, 2020, in the Board Room of the Port of Lake Charles located at 1611 West Sallier Street, Lake Charles, Louisiana.

In attendance were:

Tom Lorenzi, Chairman

David J. Darbone, Committee Member

Dudley R. Dixon, Member

Michael G. Eason, President

Carl Krielow, Committee Member

Judy McCleary, Committee Member

Keith Prudhomme, Committee Member

Absent:

None

Also Present:

Bill Rase, Executive Director

Richert Self, Deputy Executive Director

Mr. Lorenzi called the meeting to order at 3:36 p.m.

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1. Executive Session concerning consideration and appropriate action regarding the Executive Director and General Counsel Performance Reviews.

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Mr. Lorenzi stated that evaluations were submitted and were calculated. Going back to the email that was sent out. Mr. Krielow asked they needed a motion to go into executive session. Mr. Ringo replied that it was at the pleasure of the board. He said they could immediately go into executive session, as that is what is on the agenda to discuss this. The only effect it will have is on the recording.

Mr. Dixon said that when Lorenzi gets through with his presentation. Just asked for a motion to going to session.

Mr. Lorenzi said that in the email everyone was provided the form for evaluation of the Executive Director and the General Counsel. Those forms were be to returned so that each Executive Director and General Counsel could review evaluations and make comments as they saw fit. Those were submitted and a compilation was prepared and was provided to him.

Said they do not really have a format of how to proceed at this point, other than he could go over what was submitted. He is willing to listen to any input anyone has or any questions. Each person knows what they submitted, but he does not know if anyone really understands or knows what was done. However, they need to have a general evaluation because then what they have to do is submit and agree on something because that will be submitted to the legislative delegation under the statute. Mr. Dixon said that he was under the impression that the attorney and the director were going to compile all of this. Mr. Lorenzi stated they did. He said there was one copy provided and he has it.

Mr. self asked if Mr. Lorenzi had the compiled list of what was emailed earlier this morning. Mr. Lorenzi replied that he did have it.

Mr. Ringo stated that at the back of each evaluation, on the last page, if you look at the evaluations, they are broken up into various sections. His are Legal Skills, Board and Staff Relations, and Productivity. Mr. Self’s are technical skills, quality of work and various other groups. On the last page of each evaluation is a singular evaluation just on those individual category evaluations. His advice would be to discuss amongst themselves how they see fit, and have the board as a group, fill out that form. Then, give them an overall evaluation and that is what they will use. Mr. Richard said that is what was emailed to Mr. Lorenzi. Mr. Ringo said Mr. Lorenzi has broken out into each field and an overall rating. Mr. Lorenzi was asking if he meant a board rating summary. Mr. Krielow stated that yes that is what Mr. Ringo was talking about. The board should come up with the rating based on the summary.

Mr. Lorenzi stated if there was a particular form they needed to fill out he would like to have one. Mr. Self stated that it was his impression that the board is called to come up with an overall rating for him and for Mr. Ringo. Mr. Ringo stated that yes that was up to the board. Mr. Self stated that when they went into executive session, it was up to the board if they wanted he and Mr. Ringo to stay or go.

Mr. Dixon asked if they go into executive session are they going to allow Mr. Ringo and Mr. self to stay. Mr. Darbone replied that they could stay and then could be excused if need be.

Mr. Ringo said that what needs to happen, is at the end of all of this they will leave here with an overall rating for yourself and him. He has a resolution that is drafted that says the admin committee met and has an overall rating of blank for each of them. Then, if they want to do any salary adjustments or contract adjustments, that can be decided here and put into the resolution. That resolution will be presented at the board meeting at 5 PM formal approval. That is the process.

Mr. Krielow offered a motion to enter into Executive Session. Mr. Darbone seconded the motion and it carried unanimously. The Board entered into Executive Session at 3:43 p.m.

The Board returned from Executive Session at 4:46 p.m. Mr. Lorenzi stated no action was taken in Executive Session.

Mr. Krielow offered a motion two recommend exceed expectations evaluations for both Mr. self and Mr. Ringo and at this time there will be no other compensation. Mr. Prudhomme seconded the motion and it approved unanimously. Resolution 2020 – oh 53 will be presented to the full board at the November 20, 2020 regular board meeting for formal approval.

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

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Mr. Lorenzi asked for a motion to adjourn. Mr. Prudhomme offered a motion to adjourn. Mr. Krielow seconded the motion and it carried unanimously. The meeting adjourned at 4:49 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.

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 Tom Lorenzi, Member

ATTEST:

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Carl Krielow, Committee Member

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Keith Prudhomme, Committee Member

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Mike Eason, Committee Member

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Judy McCleary, Committee Member

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Dudley Dixon, Committee Member

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David Darbone, Committee Member