Lake Charles Harbor and

 Terminal District

 **N 0 T I C E**

**Committee Meeting DATE ISSUED: December 3, 2020**

TO: ADMINISTRATION, PERSONNEL AND AUDIT COMMITTEE

 LAKE CHARLES HARBOR AND TERMINAL DISTRICT

Thomas L. Lorenzi, Chairman

Carl J. Krielow, President

David J. Darbone, Member

M. Keith Prudhomme, Member

Judy A. McCleary, Member

Dudley R. Dixon, Member

Michael G. Eason, Member

 Lake Charles Harbor and Terminal District

 DATE: December 8, 2020

 TIME: 4:00 P.M.

PLACE: Board of Commissioners

 Office Building

 Port of Lake Charles

 **1611 West Sallier St.**

PURPOSE: 1. **Executive Session** concerning consideration and appropriate action regarding the Executive Director and General Counsel Performance Evaluation process.

 2. Discussion and any related action regarding the existing contracts with the Executive Director and General Counsel.

 3. Discussion of the 2020 evaluation process used in 2020, and any related action regarding process for 2021 including goal setting for the 2021 Performance Reviews.

In light of the current Public Health Emergency caused by Covid-19 and in accordance with Act 302 of the 2020 Regular Session of the legislature, commissioners may attend and participate in this Special Meeting via electronic means.  The meeting is limited to matters critical to the continuation of the business of the Port of Lake Charles and such matters are not able to be postponed due to deadlines that cannot be delayed.

Capacity will be limited to 25 people.  Should a member of the public wish to attend, but is unable to attend due to limited capacity, questions and comments may be submitted to the board and read aloud during the meeting.  All questions and comments must include the name of the commenter or questioner and must be sent to comments@portlc.com either prior to or during the meeting.

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**Contact Michelle Bolen (337) 493-3501 for more information.**