



## **NOTICE**

**NOTICE IS HEREBY GIVEN** that upon the unanimous decision of all members on October 4<sup>th</sup> to meet in the first and third week of the month, the Board of Commissioners of the Southside Economic Development District will meet in Legal and Regular Session at its regular meeting place, the SEDD Headquarters located at 1711 Arizona Avenue, 71201, Monroe, Louisiana, Monday, November 1, 2021, beginning at 6 p.m., for the following purpose:

To consider and act on all items listed on the attached agenda.

**NOTICE IS FURTHER GIVEN** that the SEDD reserves the right to change, add to or delete, any item listed on the attached agenda.

All interested persons are invited to attend this meeting.

Please be advised that the SEDD will embrace public participation to the maximum extent while still adhering to social distancing guidance per executive order by the Governor and the Attorney General's Memo concerning the Open Meetings Law. Citizens attending the meeting will be provided an opportunity to comment at the conclusion of the meeting.

## **Agenda**

**Legal and Special Meeting – November 1, 2021, at 6 p.m.**

### **1. Roll Call and Declaration of Quorum**

Rev. Moore, Mr. Dhaliwal, Mr. Goodin, Rev. Campbell, Mr. Little, Mr. Jones, Mr. Wright

## **2. INVOCATION**

3. **ACTION:** The board will consider approval of the May 10, 2021, June 21, 2021, June 28,2021, July 7, 2021, September 13, 2021, September 22,2021, October 4, 2021 and October 25 board minutes.
4. **ACTION:** The board will consider a resolution (4) to confirm the President's appointment of a member to fill the vacant position of vice-president.
5. **ACTION:** The board will consider a resolution (5) to confirm a contract with Beatrice Brito to perform clerical services for SEDD at a maximum cost of \$3,600 between October 2021 and December 2021.
6. **ACTION:** The board will consider a resolution (6) to appoint a special committee to review and recommend an economic plan for the board's consideration in response to an anticipated Tax Incentive Financing Agreement with by the City of Monroe.
7. **ACTION:** The board will consider a resolution (7) to authorize the President to negotiate with an attorney of his choice to provide legal guidance to SEDD when needed.
8. **REPORT:** The board will receive the report of the Treasurer.

## **9. Citizen's Participation**

## **10. Adjourn**

**A Resolution**

**NO. 4**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO CONFIRM THE PRESIDENT’S RECOMMENDATION OF \_\_\_\_\_ TO FILL THE VACANT POSITION OF VICE-PRESIDENT OF THE SEDD.**

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**WHEREAS** Dr. Harrington Watson, III, a commissioner appointed by Mayor Oliver Friday Ellis has resigned as a member of the Board; and

**WHEREAS** Dr. Watson also served as the vice-president of the Board of Commissioners and his resignation creates a vacancy; and

**WHEREAS** The President has recommended \_\_\_\_\_ to fill the vacant position of Vice-President;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that the President’s recommendation be confirmed and is hereby elected to the position of Vice-President.

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This resolution after being submitted in writing, was then submitted to a vote of SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on November 1, 2021.

\_\_\_\_\_  
Otis Jones, President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary

**A Resolution**

**NO. 5**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH BEATRICE BRITO TO PERFORM CLERICAL SERVICES FOR SEDD AT A MAXIMUM COST OF \$3,600 BETWEEN OCTOBER 2021 AND DECEMBER 2021.**

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**WHEREAS** the SEDD desires to update its records, forms, minutes, policy manuals and compliance procedures to meet legal and professional standard, and requires the services of an independent contractor to perform the needed updates.

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that the attached memorandum of understanding between SEDD and Beatrice Brito be authorized and executed.

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This resolution after being submitted in writing, was then submitted to a vote of SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on November 1, 2021.

\_\_\_\_\_  
Otis Jones, President

\_\_\_\_\_  
Marty Campbell, Secretary



**Memorandum of Understanding  
Between  
Beatrice Brito and the Southside Economic Development District  
Agreement**

This agreement is between Beatrice Brito and the Southside Economic Development District, (Hereafter referred to as SEDD) located at 1711 Arizona Street, Monroe, La.

**CONTRACTED TASKS**

**IT IS AGREED** that between October 4, 2021, and December 31, 2021, that Beatrice Brito, at the direction of the executive director, will perform the following services for SEDD as an independent contractor:

- A. Update files, records, reports and minutes of SEDD as directed.
- B. Create, organize and update existing policy files, reports, and memorandums
- C. Prepare Slide Presentations for 2021 SEDD Economic Plan
- D. Layout the 2021 SEDD Economic Plan in a booklet format
- E. Develop a Facebook and Instagram presence for SEDD, and provide input on the development of SEDD promotional materials and videos.
- F. Prepare minutes of official SEDD meetings, and forward executed approved minutes and resolutions to council Clerk of the City of Monroe.
- G. Assist in the preparation of documents, presentations and materials associated with the Board's Micro Lending program.

**CONTRACTOR STATUS**

**IT IS AGREED** that Beatrice Brito is not an employee of SEDD, but instead is an independent contractor and will perform the agreed upon tasks pursuant to her own timeline, but SEDD's completion schedule under the direction of the President SEDD or his appointee.

**IT IS AGREED** that the total compensation for the services Beatrice Brito will be \$3,600 paid in the following manner:

October 31, 2021, \$1,200.  
November 30, 2021, \$1,200  
December 31, 2021, \$1,200. The December increment will be paid upon successful completion of Items A-G above.

### **CONFIDENTIALITY**

**IT IS AGREED** that since Beatrice Brito will have access to confidential information and discussions while performing her contracted tasks, she is prohibited from disclosing to third parties, under any circumstances, the substance of conversations, actions, deliberations or documents without the consent of the SEDD executive assigned to direct her activities.

**IT IS AGREED** that Beatrice Brito will not divulge, release any documents, files, or knowledge pertaining to operation of SEDD for personal use or those of third parties outside of SEDD. This includes copying files, digital data, recordings or any other means of recording unless directed to do so by the SEDD executive assigned to direct her activities.

**IT IS AGREED** that should Beatrice Brito during or after the term of this agreement disclose or threaten to disclose confidential information named or referred to in this agreement that this agreement will be considered breached and any payments due will be canceled. In case of a breach of this confidentiality agreement SEDD shall be entitled to seek an injunction to restrain unauthorized disclosures and other legal remedies deemed appropriate.

### **INTELLECTUAL PROPERTY**

**IT IS AGREED** that any intellectual property generated by Beatrice Brito while executing the tasks included in this agreement is considered the exclusive property of SEDD.

**IN WITNESS THEREOF** of the terms of this agreement Beatrice Brito and the authorized representative of SEDD affix their signatures below.

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Beatrice Brito

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Otis Jones, President

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Date

**A Resolution**

**NO. 6**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO APPOINT A SPECIAL COMMITTEE TO REVIEW AND RECOMMEND AN ECONOMIC PLAN FOR THE BOARD’S CONSIDERATION.**

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**WHEREAS** the SEDD desires to undertake a series of economic projects to improve the Southside’s ability to create increased economic, opportunities, safer communities, and infrastructure improvements; and

**WHEREAS** The SEDD will submit an economic plan to the City Council for its consideration;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session that a special committee be appointed to develop and recommend a plan to the SEDD board. The special committee will be chaired by the treasurer, and board members: Rev. Sam Moore, III and Tyrone Goodin.

**MOREOVER**, the committee will meet in a public session and receive comments from the public and other board members who attend. The committee will report its recommendation to the Board at its Thursday, November 4, 2021 meeting.

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This resolution after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_ or DEFEATED \_\_\_\_ on November 1, 2021.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

**A Resolution**

**NO. 7**

The following resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**A RESOLUTION TO AUTHORIZE THE PRESIDENT TO NEGOTIATE WITH AN ATTORNEY OF HIS CHOICE TO PROVIDE LEGAL GUIDANCE TO SEDD WHEN NEEDED.**

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**WHEREAS** the SEDD desires to insure that its decisions and procedures comply with state law and the rules of order; and

**WHEREAS** state law allows the Mayor to appoint an attorney to provide legal advice for the SEDD, but does not prohibit the SEDD from acquiring additional legal advice; and

**WHEREAS** the SEDD may desire additional legal advice from time to time independent from that offered by the mayor’s appointee;

**THEREFORE**, be It resolved by the Southside Economic Development District in legal and regular session, that the President be authorized to engage the services of an attorney of his choosing by virtue of a letter of engagement with fees not to exceed \$125 per hour.

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This resolution after being submitted in writing, was then submitted to a vote of the SEDD board of commissioners, with the vote being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED \_\_\_\_\_ or DEFEATED \_\_\_\_\_ on November 1, 2021.

\_\_\_\_\_  
Otis Jones, President

\_\_\_\_\_  
Rev. Marty Campbell, Secretary