



NOTICE

NOTICE IS HEREBY GIVEN that upon the unanimous decision of all members on October 4th 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 8, 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 8, 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.

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.

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 8, 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.

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 8, 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.

Beatrice Brito

Otis Jones, President

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.

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 11, 2021 meeting.

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 8, 2021.

Otis Jones, President

Rev. Marty Cambell, 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.

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.

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 8, 2021.

Otis Jones, President

Rev. Marty Campbell, Secretary

Treasurer's Report

November 8, 2021

To the Board of Commissioners:

The most recent report of SEDD finances as of October 31, 2021 is that:

—**\$13,043.67** was collected in Hotel/Motel Tax Revenues as of September 30, 2021.

—As of October, SEDD had monthly expenses of **\$2,896.40**. The expenses were approved and within budget. These expenses included \$1,500 paid to Rosie Harper C.P.A. for the annual Compilation Report due to the Legislative Auditor.

—After expenses, the district had net revenues of **\$10,114.27** which has been added to the fund balance.

—As of September 30, 2021 the SEDD balance sheet shows cash assets of **\$172,637.23**

--Total revenues received as the October 30, 2021 reporting period: **\$79,748.33**. Our total expenses have been **\$29,968.20**

Detailed finance reports and spreadsheets are available to any member upon request.

I met with Mrs. Rosie Harper, CPA for the exit interview relative to the SEDD annual compilation report. She requested copies of the 2003 economic plan approved by the city. I reviewed a draft of the report which, she said, will be filed on time with the State Legislative Auditor's office with copies to be provided all board members when completed.

Please be aware that I have not be provided the utility bill for SEDD since September. No Entergy bills have been paid for September or October.

Roosevelt Wright, Jr.

Treasurer