



Minutes of the October 25, 2021

Legal and Special Meeting of the Southside Economic Development District Board of Commissioners

A legal and special meeting of the Southside Economic Development District Board of Commissioners was held on October 25, 2021, at the SEDD headquarters, 1701 Arizona Street.

The roll was called, and present were: Rev. Marty Campbell, Rev. Karl Dhaliwal, Rev. Sam Moore, Harrington Watson, III, Tony Little, and Roosevelt Wright, Jr.

Absent: Mr. Brown (Resigned)

A quorum was declared.

Roosevelt Wright, Jr gave an invocation.

Mr. Watson chaired the meeting.

It was moved by Mr. Wright, seconded by Mr. Dhaliwal, that agenda items 3 and 4 that dealt with reinstating section 5.8 of the bylaws that dealt with removing members from the board without cause be removed from the agenda and not revisited until SEDD has received an attorney general's opinion.

The motion was approved on the following vote: Rev. Moore, Mr. Dhaliwal, Mr. Jones, and Mr. Wright. Opposed were: Rev. Campbell, Mr. Watson, and Mr. Little.

After the vote, Rev. Campbell said SEDD's bylaws give it the right to remove members without cause, and an Attorney General's opinion was unnecessary. He said Robert's Rules of order support the bylaws.

It was moved by Mr. Wright and seconded by Rev. Moore to pass over an agenda item dealing with the resignation of Mr. Watson pending the appointment of his replacement since the city council planned to name his replacement at its October 26, 2021 meeting.

There was a discussion about whether Mr. Watson was still a board member since he had tendered his resignation. By common consent, it was determined that Mr. Watson remained a member until his replacement was named.

After the discussion, Mr. Wright withdrew his motion and moved that Mr. Otis Jones be elected President to fill the vacancy of Trey Brown, who resigned. The motion was seconded by Rev. Moore and unanimously approved.

Mr. Watson congratulated Mr. Jones upon his election as President.

During public participation, Rev. Ambrose Douzart expressed concerns that SEDD seemed to need more direction. He noted its frequent change of officers.

Mr. Little expressed a concern that SEDD meeting times be changed to the working day out of respect for Mr. Dhaliwal, whose cultural heritage requires family gatherings in the evening hours. He said Mr. Dhaliwal has much to contribute, and his concern should be addressed.

Mr. Jones said he intended to get input from Mr. Dhaliwal about his concerns. He noted, however, that he thought SEDD should only move forward with legal representation.

Mr. Little pledged his enthusiastic support of Mr. Jones as President and pledged to support him as if he was the leader. Mr. Little said.

“What I’m asking, and I’m giving my commitment that we embrace Mr. Jones as being the leader who as served as the leader for 13 years..let’s try to take the individual personalities out of it and let’s try to achieve some small victories and get behind his vision as if it were our vision and set aside all of these little things so we can achieve a common goal.”

Rev. Moore said SEDD needed goals and objectives. He said he was reluctant to serve on the SEDD board but accepted, hoping to contribute positively. He said it is embarrassing that SEDD often is projected as dysfunctional in the media.

Mr. Jones reiterated that beginning at the next board meeting, SEDD should have legal guidance to avoid making mistakes.

There being no further business, the meeting adjourned after 20:34 of deliberation.

Tony Little, President

Roosevelt Wright, Jr., secretary-treasurer

A Resolution

NO. 2021-01

The following resolution was introduced by Mr. Wright and seconded by Little.

A RESOLUTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO BEGIN PREPARATION FOR THE IMPLEMENTATION OF A SMALL BUSINESS MICRO-LOAN GUARANTEE PROGRAM WITH A MAXIMUM OF \$75,000 AVAILABILITY.

WHEREAS the SEDD desires to assist small businesses and DBEs within the district to obtain small bank loans to meet emergencies, purchases, or other business needs, the district will begin steps to establish a micro-loan with a local lending institution. The initial program will use \$75,000 of SEDD's present available revenues to secure approved bank loans.

THEREFORE, be It resolved by the Southside Economic Development District in legal and regular session that the executive director be instructed to explore the details of implementing a micro-loan partnership with a local bank, inclusive of procedures for application, approval determination, forms, and instrumentation. When the program package is complete, it will be presented to the SEDD Board of Commissioners for final approval and execution.

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: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little,

NAYS: Rev. Campbell

ABSENT: Mr. Brown, Mr. Watson

ABSTAIN:

The resolution was declared **ADOPTED** on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

A Resolution

NO.2021-02

The following resolution was introduced by Mr. Wright and seconded by Mr. Little.

A RESOLUTION TO AUTHORIZE CHARLES THEUS, EXECUTIVE DIRECTOR, TO CONTRACT WITH A QUALIFIED INDEPENDENT CONTRACTOR TO PERFORM CLERICAL SERVICES FOR SEDD AT A MAXIMUM COST OF \$3,600 BETWEEN SEPTEMBER 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 standards, the district will hire 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 executive director be authorized to execute a memorandum of understanding with a qualified independent contractor to update records, minutes, forms, policies, and procedures of SEDD to meet legal and professional standards. The contractor will be paid \$3,600 for the service to be performed between September 2021 and December 2021. The contractor will be paid in three \$1,200 increments. The final increment will be paid when the director is satisfied that updates are substantially complete. The contractor will perform specific tasks at the direction of the executive director but will not be an employee of SEDD whose obligation does not extend beyond the December of 2021.

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: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little, Rev. Campbell

NAYS:

ABSENT: Mr. Brown, Mr. Watson

ABSTAIN:

The resolution was declared ADOPTED on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

A Resolution

NO.2021-03

The following resolution was introduced by Mr. Little and seconded by Mr. Wright.

A RESOLUTION TO DEFINE THE DUTIES OF THE PRESIDENT, VICE-PRESIDENT, TREASURER, AND SECRETARY OF THE SOUTHSIDE ECONOMIC DISTRICT.

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WHEREAS the SEDD desires to define to duties and responsibilities of the officers of the Board of commissioners to provide clear direction for each officer; and

WHEREAS a document attached to this resolution titled "Duties of SEDD Officers 2021" defines the desired duties and responsibilities of the SEDD Board of commissioners

THEREFORE, be It resolved by the Southside Economic Development District in legal and regular session that duties and responsibilities included in the document titled "Duties of SEDD Officers 2021" attached to this resolution be adopted as the current policy of the SEDD Board Commissioners concerning officers' duties.

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: Mr. Wright, Mr. Dhaliwal, Mr. Jones, Mr. Little, Rev. Campbell

NAYS:

ABSENT:

ABSTAIN:

The resolution was declared ADOPTED on September 13, 2021.

Trey Brown, President

Rev. Marty Campbell, Secretary

Duties of SEDD Officers 2021

Revised and approved September 13, 2021

President

The President is the executive officer of the Board of commissioners and in this capacity shall:

- Preside over all board meetings, and call special meetings of the Board.
- Approves meeting agendas.
- Serves as an ex-officio member of all committees.
- The President appoints board committees and committee chairs.
- Is the public spokesperson for the organization.
- Supervises the executive director and coordinates the performance evaluation of the executive director.
- The President is the Chief fiduciary officer of the organization and insures that the organization complies with all federal, state, and local laws.

Vice President

The Vice President shall:

- Perform those functions delegated to the vice president by the President consistent with the organization's bylaws.
- Perform the duties of the President when the President is absent or unable to perform them.

Treasurer

"The monies, funds, and accounts of the district in the official custody and control of the board's treasurer shall be deposited, expended, and accounted for, records maintained and idle funds invested through the department of administration, under the director of administration, and checks issued through the department as in the case of city monies under the plan of government."

The Treasurer is the financial officer of the organization and in this capacity shall:

- Perform those functions delegated to the Treasurer by the President consistent with state law.

- Safeguard the organization's assets and ensure that all funds deposited or disbursed have board approvals and comply with applicable laws.
- Maintain control over the receipt and disbursement of the organization's funds and makes regular reports about the district's financial status.
- Serve as chair of the Finance committee.
- Oversee the preparation of the annual budget
- Serves as the contact person for annual audits.

Secretary

The Secretary is the officer responsible for the records and correspondence of the organization and in this capacity shall:

- Perform those functions delegated to the Secretary by the President consistent with the organization's bylaws.
- Safeguard all the records of the organization.
- Record and retain the minutes of all Board and executive committee meetings and collect and retain the minutes of all committee meetings.
- Insures that approved minutes are timely executed with the signature of the President or presiding officer and Secretary and filed promptly with Clerk of the Monroe City Council.
- Insure that meeting notices comply with the Open Meetings law.
- Distribute minutes and other documents as directed in response to board member requests or Freedom of Information requests from the public.