

**JEFFERSON PARISH FINANCE AUTHORITY**

**COMMITTEE MEETING MINUTES**

**NAME OF COMMITTEE:** Administrative Committee

**PLACE OF MEETING:** JPFA Offices, 1221 Elmwood Park Boulevard, Suite 505

**DATE OF MEETING:** October 11, 2018 @10:00am (called to order at 10:00am)

**COMMITTEE ATTENDEES:** Dennis DiMarco, Greg Faia, Frank Muscarello, Jackie Berthelot

**NON-COMMITTEE ATTENDEES:** Valerie Brolin, Betty Earnest, Vinny Mosca

**INTERESTED CITIZENS:** n/a

**PURPOSE OF MEETING:** Review draft contracts for the following professionals: Underwriter/Placement Agent, Investment Manager, Bond Counsel, and Financial Advisor.


**TIME MEETING CALLED TO ORDER:** 10:00am

**DISCUSSION:** Each draft contract was reviewed by the members of the administrative committee. Valerie Brolin, Vinny Mosca, and Betty Earnest answered questions relative to the fees, terms, project basis of contracts and as needed basis of contracts. Each contract was individually voted on to put before the full board for a vote at the next board meeting.

**RECOMMENDATIONS TO FULL BOARD:** To pass the resolutions initiating contracts for Investment Manager (Sisung), Financial Advisor (Government Consultants), Underwriter/Placement Agent (Sisung), and Bond Counsel (Becknell).

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**TIME MEETING ADJOURNED:** 11:15am

**APPROVED BY:**   
Dennis DiMarco