

**JEFFERSON PARISH FINANCE AUTHORITY**

**COMMITTEE MEETING MINUTES**

**NAME OF COMMITTEE:** Administrative Committee Meeting

**PLACE OF MEETING:** Jefferson Parish Finance Authority Conference Room

1221 Elmwood Park Boulevard, Suite 505, Jefferson, LA 70121

**DATE OF MEETING:** Monday, February 13, 2023

**COMMITTEE ATTENDEES:** Mr. Dennis DiMarco, Mr. Gregory Faia, Mr. Frank Muscarello,  
and Ms. Marcy Planer

**NON-COMMITTEE ATTENDEES:** Ms. Lauren Ruppel

**PURPOSE OF MEETING:** The purpose of the meeting was to discuss the end of the Executive Director's introductory/probation period, advertisement for General Counsel, and any other matters therein.

**TIME MEETING CALLED TO ORDER:** 10:38 am

**DISCUSSION:** Mr. DiMarco called the meeting to order at 10:38 am and a roll call was taken by Ms. Ruppel. The first item of discussion was regarding a six-month review of Ms. Ruppel's accomplishments as Executive Director. The Administrative Committee and Ms. Ruppel discussed the terms of Ms. Ruppel's employment contract (on file) as well as the letter she prepared for the Board of Trustees (on file). The Committee then moved on to the advertisement for General Counsel. Open discussion was had on the responsibilities and advertisement for the position. Mr. DiMarco, Ms. Planer, Mr. Muscarello, and Mr. Faia recommend the advertisement should run March 1<sup>st</sup> through March 31<sup>st</sup> to allow adequate time to source candidates. The ad will be published in the Jefferson Parish Journal and the local/Louisiana State Bar Association newsletters and website.

**RECOMMENDATIONS TO FULL BOARD:** Adopt resolution to end Ms. Ruppel's six-month probation period and increase her salary by 5% per employment contract as well as adopt resolution to run advertisement for General Counsel beginning March 8, 2023.

**TIME MEETING ADJOURNED:** 11:30 am

**APPROVED BY:**

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**Mr. Dennis DiMarco**  
**Advertising Committee Chairman**