

JEFFERSON PARISH FINANCE AUTHORITY

COMMITTEE MEETING MINUTES

NAME OF COMMITTEE: Administrative Committee

PLACE OF MEETING: JPFA Conference Room, Yenni Building

DATE OF MEETING: Thursday, June 15, 2023

COMMITTEE ATTENDEES: Dennis DiMarco, Marcy Planer, Gregory Faia, Frank Muscarello

NON-COMMITTEE ATTENDEES: Lauren Ruppel

PURPOSE OF MEETING: The purpose of the meeting is to discuss and recommend a candidate for the position of JPFA General Counsel and any other matters related therein. Mr. DiMarco added the annual audit as a matter of discussion to the meeting in order to furnish the JPFA's final audit to the Parish Finance Department.

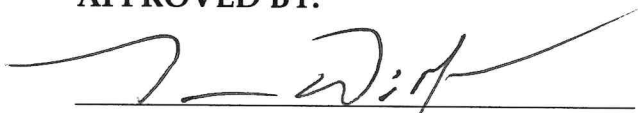
TIME MEETING CALLED TO ORDER: 11:01 a.m.

DISCUSSION: Jamie Rogers of Camnetar and Co., CPA's finalized the 2022 audit. Ms. Rogers was conferenced in via telephone and will attend the regular board meeting on Tuesday, June 20<sup>th</sup>. Ms. Rogers communicated there were no findings on the audit and discussed the success of QuickBooks for 2022 and was very pleased with the findings. A motion by Mr. Muscarello and seconded by Mr. Faia was made to add a resolution to the agenda to approve the final draft on Tuesday, June 20<sup>th</sup>. Ms. Rogers will bring copies to the meeting and will be available for any questions. The Committee then discussed next steps on recommending a candidate for General Counsel. One of the three remaining candidates selected on Thursday, May 18<sup>th</sup> withdrew their application for consideration; therefore, two remaining candidates were considered. There was also discussion on what was able to be discussed in an executive session and if it was permissible under open meetings law.

RECOMMENDATIONS TO FULL BOARD: Mr. Faia, Mr. DiMarco, and Ms. Planer voted all in favor to recommend Heather Alexis of Hinshaw & Culbertson LLP as General Counsel. Mr. Muscarello abstained. A resolution appointing Ms. Alexis as General Counsel will be added to the agenda on Tuesday, June 20<sup>th</sup> for board approval.

TIME MEETING ADJOURNED: 11:37 a.m.

APPROVED BY:



Mr. Dennis DiMarco  
Administrative Committee Chairman