

MINUTES

BOARD OF TRUSTEES
JEFFERSON PARISH FINANCE AUTHORITY

REGULAR MEETING
GENERAL GOVERNMENT BUILDING
200 DERBIGNY STREET
COUNCIL CHAMBERS - SECOND FLOOR
GRETNA, LA 70053

Monday, February 27, 2023
10:30 A.M.

The Regular Meeting of the Board of Trustees of the Jefferson Parish Finance Authority was held on Monday, February 27, 2023, 10:30 A.M., General Government Building, 200 Derbigny Street, Council Chambers, Second Floor, Gretna, Louisiana 70053.

Mr. Gregory G. Faia, Chairman, called the meeting to order at 10:37 A.M. **Members Present:** Mr. Jackie Berthelot, Ms. Sally F. Bourgeois, Mr. Dennis DiMarco, Mr. Gregory G. Faia, Mr. Frank L. Muscarello, Ms. Marcy Planer, and Ms. Elizabeth R. Strohmeyer. **Absent:** Ms. Carol W. Smith,

Others Attending:

NAME	FIRM
Lauren Ruppel	Executive/Marketing Director
Shaun Toups	Government Consultants of Louisiana
Kent Schexnayder	Sisung Securities

The meeting opened with the Pledge of Allegiance and Invocation.

APPROVAL OF MINUTES

Motion was offered by Mr. Frank Muscarello, seconded by Ms. Sally Bourgeois, to approve the Jefferson Parish Finance Authority Minutes of February 6, 2023.

YEAS: (7)

NAYS: (0)

ABSENT: (1)

Ms. Carol Smith

Motion carried unanimously.

TREASURER'S REPORTS / RECOMMENDATIONS

Motion was offered by Mr. Jackie Berthelot, seconded by Ms. Marcy Planer, to approve JPFA Expenses Totaling \$986.61.

YEAS: (7)

NAYS: (0)

ABSENT: (1)

Ms. Carol Smith

Motion carried unanimously.

PUBLIC ADDRESSES TO THE BOARD - There were no Public Addresses to the Board.

COMMITTEE REPORTS

Administrative Committee -

Mr. DiMarco, Committee Chair, reported that there was an Administrative Committee Meeting on Monday, February 13, 2023, in the JPFA office. Mr. DiMarco read the committee minutes to record, and a copy is on file.

Advertisement and Marketing Committee -

There were 31 communications from February 6, 2023 – February 24, 2023. Report on file.

GENERAL REPORTS

Executive/Marketing Director Reports (Lauren Ruppel)

Ms. Ruppel reported and gave a summary of the three resolutions on today's agenda for Board approval. The first resolution is Ms. Ruppel's 6-month probationary period. The second resolution is for the advertisement for General Counsel. The third resolution is for USI Insurance proposal for Commercial General Liability and Property Insurance.

Ms. Ruppel reported that she hosted an online seminar for participating lenders on the Comfort of Home Program on Monday, February 6th. The response was positive, and she plans to visit lenders in the next two months to inform them of the enhancements made to the program.

Ms. Ruppel informed the Board that she attended the St. Tammany Parish's Board Meeting. Mr. Matt Faust will remain on the Board; however, Mr. Larry Englande was elected the new Chairman. The CEA between the JPFA and FASTP was signed and will be in effect until 2024. St. Tammany Parish is also considering a Heroes to Homeowners Program.

Ms. Ruppel informed the Board that registration for the Annual NALFHA conference is now open. The conference will be held in Tampa, FL, May 3th – 6th at the JW Marriot Tampa Water Street Hotel. All Board members have until April 1st to register. If any of the Board members would like to attend she can register them and a link will be sent to their email to book rooms at the hotel.

Ms. Ruppel reported that the Jefferson Parish Chamber Commerce hosted their annual meeting on February 16th at the Alario Center with about 500 attendees. The annual meeting serves as a celebration of accomplishments in 2022 and previews the initiatives, events, and advocacy that are already happening in 2023.

Ms. Ruppel reported that she attended a meeting with Councilman Edwards and Templet along with JEDCO, NOEL, and other partners for the Terrytown Façade Improvement Plan. The next steps are to meet with the Terrytown Civic Association as they continue to see where they could most impact their neighborhoods. She will continue to update the Board on all progress.

APPROVALS -

1. The following resolution was offered by Mr. Frank Muscarello, and seconded by Mr. Dennis DiMarco:

A resolution of the Jefferson Parish Finance Authority (the "Authority") recognizing Lauren M. Ruppel's satisfactory completion of her six (6) month Probationary Period for the position of Executive Director of the Authority; and, authorizing the Chairman, upon recommendation of the Administrative Committee, to approve a salary adjustment of an additional 5%.

WHEREAS, the Board of Trustees (hereinafter the "Board") of the Authority hired Lauren M. Ruppel as its Executive Director pursuant to an Employment Agreement (hereinafter the "Agreement") dated June 23, 2022 and began her employment on June 18, 2022; and,

WHEREAS, pursuant to the agreement, the base salary for Lauren M. Ruppel is commensurate with the standard payroll practices of Jefferson Parish, including salary and periodic classification reviews and adjustments; and,

WHEREAS, in accordance with standard payroll practices of Jefferson Parish, the Probationary Period is for a duration of six (6) months; and,

WHEREAS, Lauren M. Ruppel successfully completed her six-month Probationary Period on December 18, 2022; and,

WHEREAS, the Board agreed to implement a five (5%) percent base salary increase upon satisfactory completion of Lauren M. Ruppel's six (6) month Probationary Period; and,

WHEREAS, in a meeting of the Authority's Administrative Committee held on February 13, 2023, a unanimous decision was made by the committee members to recommend the five (5%) percent increase to the full board based on Lauren M. Ruppel's satisfactory completion of her probationary period.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Authority, acting as the governing authority thereof, that:

SECTION 1. The Authority hereby recognizes that Lauren M. Ruppel has successfully completed the Probationary Period for the position of Executive Director; and,

SECTION 2. The Authority authorizes the Chairman, upon the recommendation of the Administrative Committee, to approve a five (5%) percent base salary increase for Lauren M. Ruppel thereby increasing her base annual salary from \$95,000.00 to \$99,750.00 effective Saturday, February 25, 2023; and,

SECTION 3. The Authority authorizes the Chairman to execute any and all documentation required to effectuate the provisions of this resolution.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: (7)	ABSTAIN: (0)	NAYS: (0)	ABSENT: (1)
Ms. Elizabeth Strohmeier			Ms. Carol Smith
Mr. Frank Muscarello			
Mr. Dennis DiMarco			
Mr. Jackie Berthelot			
Ms. Marcy Planer			
Ms. Sally Bourgeois			
Mr. Gregory Faia			

The resolution was declared to be adopted on this the 27th day of February 2023.

2. The following resolution was offered by Mr. Frank Muscarello, and seconded by Ms. Sally Bourgeois:

A Resolution of the Board of Trustees of the Jefferson Parish Finance Authority adopting the recommendation of the Administrative Committee to authorize the Executive Director to advertise for submittals of Statements of Qualifications from licensed attorneys interested in providing General Counsel Services to the Jefferson Parish Finance Authority.

WHEREAS, the Jefferson Parish Finance Authority (the "Authority") has a need for legal services from licensed attorney(s) to offer counsel to the management and Board of Trustees to ensure the Authority operates within the law at all times, as well as offer counsel on programs and business strategic development ; and

WHEREAS, the Administrative Committee determined that it is in the Authority's best interest to advertise for submittals of Statements of Qualifications from licensed attorneys interested in providing General Counsel Services to the Jefferson Parish Finance Authority

WHEREAS, the Board hereby desires that the Statement of Qualifications seeking to fill the General Counsel position be published in the official journal of the Parish of Jefferson and the Authority's official website on March 8, 2023, through March 29, 2023, with the option to extend until April 12, 2023.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Jefferson Parish Finance Authority, acting as the governing authority, that:

SECTION 1. The Board hereby adopts the recommendation of the Administrative Committee to authorize the Executive Director to advertise for submittals of Statements of Qualifications from licensed attorneys interested in providing General Counsel Services to the Jefferson Parish Finance Authority.

SECTION 2. The Board hereby desires that the Statement of Qualifications seeking to fill the General Counsel position be published in the official journal of the Parish of Jefferson and the Authority's official website on March 8, 2023, through March 29, 2023, with the option to extend until April 12, 2023.

This resolution having been submitted to a vote; the vote thereon was as follows:

YEAS: (7) ABSTAIN: (0) NAYS: (0) ABSENT: (1)
Ms. Carol Smith

WHEREUPON, the resolution was declared to be adopted on the 27th day of February 2023.

3. On Motion of Mr. Frank Muscarello, seconded by Mr. Jackie Berthelot, the following resolution was offered:

A resolution approving and accepting the attached Commercial General Liability and Property Insurance Policy proposal, submitted by USI Insurance Services, as Agent for Evanston Insurance Company, at a cost not to exceed of \$1,236.18, for the period 3/18/2023 through 3/18/2024.

BE IT RESOLVED that The Jefferson Parish Finance Authority does hereby approve and accept the attached insurance policy proposal submitted by USI Insurance

Services, as Agent for Evanston Insurance Company, for the purchase of a Commercial General Liability and Property Policy, for the period 3/18/2023 through 3/18/2024, at a total cost not to exceed \$1,236.18.

BE IT FURTHER RESOLVED that the Executive Director, Chairman, Vice-Chairman and/or Secretary of the Jefferson Parish Finance Authority be and hereby is authorized to execute the attached Commercial General Liability and Property Insurance Policy proposal, as well as any additional documents to give full force and effect to this resolution, between The Jefferson Parish Finance Authority and USI Insurance Services, as Agent for Evanston Insurance Company, covering the period 3/18/2023 through 3/18/2024.

Yeas: (7)

Nays: (0)

Absent: (1)

Ms. Carol Smith

The resolution was declared to be adopted on this 27th day of February, 2023.

ITEMS TO BE DISCUSSED

Mr. Muscarello suggested that the Authority put a billboard at the foot of the Huey P. Long bridge that reads "Live In Progressive Jefferson Parish, Contact the Jefferson Parish Finance Authority for incentives." Mr. Faia said that Ms. Ruppel can looking into it and bring proposals to the Board for approval.

Ms. Ruppel announced because of Mardi Gras the next Board Meeting will be next week March 6th at the Yenni Bldg.

Motion was offered by Mr. Jackie Berthelot, seconded by Mr. Dennis DiMarco, to adjourn the February 27, 2023, Board of Trustees of the Jefferson Parish Finance Authority meeting.

YEAS: (7)

NAYS: (0)

ABSENT: (1)

Ms. Carol Smith

Motion carried unanimously.

The February 27, 2023, Board of Trustees of the Jefferson Parish Finance Authority meeting adjourned at 11:15 A.M.