

MINUTES
CITY OF PORT ARTHUR SECTION 4A
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
4173 39th Street, Port Arthur, Texas
September 21, 2009

I. CALL TO ORDER

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Monday, September 21, 2009. The meeting was called to order at 6:08 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Carolyn Guillory, Kaprina Frank, Richard Wycoff, Kelly Shanks, and Kerry Thomas.

The invocation was given by Kaprina Frank.

The Pledge of Allegiance followed the invocation.

III. MINUTES

September 9, 2009

A motion was made by Richard Wycoff and seconded by Carolyn Guillory to approve the minutes of September 9, 2009. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

A. PRESENTATIONS

1. **PearlAnna Carron – Jireh World Church and Outreach Ministries**
Mrs. Carron came before the Board to give an update as to the first week of Life Skills Training classes funded by the EDC through the Social Services Block Grant. She provided the Board with visual works that the classes have been working on. She states that the first week focused on Self Exploration and next week will concentrate on Job Exploration. There are 45 students in the course; 3 classes per day/ 15 students per class. Mrs. Carron states that she is happy with the progress of the class.
2. **Denise Francis/ Jackie Franklin – Gulf Coast Career Institute**
Ms. Francis and Ms. Franklin came before the Board to give an informative description of the type of training classes that will be offered through their institute. They are a vocational school that offers training in the Business/ Technical/ Healthcare areas. They also offer training for HVAC and welding. Ms. Francis and Ms.

Franklin explained that once the 45 students have finished with the Life Skills course through Jireh World Church and Outreach Ministries, they can elect to continue training through one of the Gulf Coast Career Institute's course programs. Classes will be offered Monday – Saturday, 3 shifts per day. They will be leasing space for the classes at 3505 Procter St., Jireh World Church.

3. **Kevin Thomas – K's & D's Industrial Training Center**
Mr. Thomas came before the Board to give information as to his training program. His center offers training in welding and as well as the NCCER Certification Training. The students finishing the Life Skills Training through Jireh World Church can also elect to move on to his training center for further education. He will offer classes Monday – Thursday from 6-9 pm.

B. COMMUNICATIONS

1. **Link-Up & Learn Coaching Education Mentoring Program –**
Golden Triangle Minority Business Council, Inc.
2. **KSAP – 107.1 LPFM "The Breeze" - Grand Opening Celebration**
Invitation

The Board requested that all future invitation type correspondence be e-mailed to them so as not to take time from the meeting.

C. SPEAKERS

None

V. UNFINISHED BUSINESS

1. To discuss and consider taking possible action on EDC Advertising Video.
A motion was made by Kelly Shanks and seconded by Kaprina Frank to table this item. The vote was unanimous. Motion carried.

VI. CONSENT AGENDA ITEMS

1. To discuss and consider approving Monthly Pay Estimate No. 1 in the amount of \$96,156.53 from Doughtie Construction Co. Inc. for the construction of water, sanitary sewer, paving, and drainage facilities to serve the Hwy. 73 Business Park.
A motion was made by Kelly Shanks and seconded by Kaprina Frank to approve Pay Estimate No.1 to Doughtie Construction. The vote was unanimous. Motion carried.

2. To discuss and consider approving an invoice in the amount of \$4,515.00 from Trey's Tractor Service for the cutting of 258 acres at the Spur 93 Business Park on July 13, 2009.
A motion was made by Kelly Shanks and seconded by Richard Wycoff to approve payment to Trey's Tractor Service. The vote was unanimous. Motion carried.

VII. NON-CONSENT AGENDA ITEMS

1. To discuss and consider appointing a Sub-Committee to serve as a Design Review Team for "Operation Downtown", a façade and site improvement program through the Downtown Revitalization efforts.
Three Board Members volunteered to serve on the sub-committee. Those being: Kaprina Frank, Kelly Shanks, and Richard Wycoff.
2. To discuss and consider approving entering into Training Agreements with the sub-contractors for the Social Services Block Grant.
A motion was made by Richard Wycoff and seconded by Kaprina Frank to table this item.
Kerry Thomas removed himself from the vote due to a conflict of interest.
No vote was taken.
3. To discuss and consider approving a contribution to the Regional Economic Development Initiative (REDI).
A motion was made by Kelly Shanks and seconded by Richard Wycoff to contribute \$10,000 to REDI. \$3,000 had previously been approved and contributed to REDI by the EDC for Fiscal Year '09-'10; an additional \$7,000 will be contributed. The vote was unanimous. Motion carried.

VIII. REPORTS

CEO's Reports

1. Economic Development Week Business Awards Nominations
The Board was asked to assist with their individual nominations for the ED Week Awards. Mr. Wycoff requested that the Board be provided with a narrowed list of potential nominees and their statistics for participation in the community.
2. Advertising Committee Report
This report was discussed under Item 1 of Unfinished Business.

IX. CLOSED SESSION (EXECUTIVE SESSION)

1. **Section 551.071 Government Code** – To discuss with Attorney Guy Goodson/ Mark Sokolow pending and potential litigation.
 - a. **Service Zone/ Sitel**

2. **Section 551.072 Government Code** – To discuss the value of land at the City of Port Arthur Section 4A Economic Development Corporation Spur 93 Business Park.
a. Terrabon

3. **Section 551.072 Government Code** – To discuss the value of land at the Hwy 73 Business Park.

4. **Section 551.087 Government Code** – To discuss Incentives for EDC Prospects.
a. Possible Location for Call Center Prospect


The Board retired to executive session at 7:20 p.m. to discuss the above mentioned items, and reconvened at 7:46 p.m.

X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS

- Kerry Thomas requested that a summary/ update of the Training Program through the Social Services Block Grant be provided to the Board once a month.

XI. ADJOURNMENT OF MEETING

A motion was made to adjourn the meeting by Kelly Shanks and seconded by Richard Wycoff. It was adopted unanimously. The meeting was adjourned at 7:52 p.m.

APPROVED BY THE BOARD OF DIRECTORS ON THE 8th DAY OF October, 2009.

SECRETARY OF THE CORPORATION