

***City of Port Arthur***  
***Section 4A Economic Development Corporation***

**MINUTES**  
**Special Board Meeting**  
***501 Procter Street, Ste. 100, Port Arthur, TX 77640***  
***Monday, May 9, 2022***  
***6:00 p.m.***

**I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Special Meeting on Monday, May 9, 2022. The meeting was called to order at 6:00 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

**Beverly Raymond, Christopher Smith, Ellen Clark, Harold Doucet, Jerry LaBove and Rhonda Conner.**

**The Invocation was given by Ellen Clark, followed by the Pledge of Allegiance.**

**III. NON-CONSENT AGENDA ITEMS**

1. Discuss and consider acceptance of CEO resignation and related agreement.

**This item was moved to Executive Session.**

**Following Executive Session a motion was made by Harold Doucet and seconded by Christopher Smith to accept the resignation of Ms Jessica Carpenter as the CEO. The vote was unanimous. Motion carried.**

**A motion was made by Harold Doucet and seconded by Ellen Clark to accept the CEO separation agreement. The vote was unanimous. Motion carried.**

2. Discuss and consider employee to run the day to day operations on interim basis.

**This item was moved to Executive Session.**

**Following Executive Session a motion was made by Harold Doucet and seconded by Beverly Raymond to appointment Krystle Villarreal Muller as Interim CEO of the Economic Development Corporation. The vote was unanimous. Motion carried.**

3. Discuss and consider moving forward with process to hire new CEO.

**This item was moved to Executive Session.**

**Following Executive Session a motion was made by Harold Doucet and seconded by Christopher Smith to name Beverly Raymond, Christopher Smith and Jerry LaBove to a Committee to select of a firm to give the PAEDC a recommendation and name a new CEO. The vote was unanimous. Motion carried.**

4. Discuss and consider the appointment of Board Members to the Entrepreneurial Support Advisory Committee for The Press Building.

**A motion was made by Harold Doucet and seconded by Christopher Smith to appoint Ellen Clark and Rhonda Conner to the Entrepreneurial Support Advisory Committee for The Press Building. The vote was unanimous. Motion carried. The committee is comprised of Darrell Anderson, Ellen Clark and Rhonda Conner.**

5. Discuss and consider the appointment of Board Members to the Lease Kitchen 549 4<sup>th</sup> Street / RFP Review Committee for The Press Building.

**A motion was made by Harold Doucet and seconded by Christopher Smith to appoint Beverly Raymond to the Lease Kitchen 549 4<sup>th</sup> Street / RFP Review Committee for The Press Building. The vote was unanimous. Motion carried. The committee is comprised of Darrell Anderson, Christopher Smith and Beverly Raymond.**

#### **IV. CLOSED SESSION (EXECUTIVE SESSION)**

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The City Of Port Arthur Section 4A Economic Development Corporation Board of Directors Should Make The Following Public Announcement:**

**“A Closed Meeting or Executive Session Will Be Held Pursuant To The Following Sections of Chapter 551, Texas Government Code,**

1. **Section 551.071 Texas Government Code – (Consultation with Attorney) and 551.074 Texas Government Code – (Personnel Matters) to discuss:**

To discuss with PAEDC Legal Counsel status of CEO resignation and terms of resignation.

To discuss the appointment of employee to run the day to day operations on interim basis.

To discuss the process to hire PAEDC CEO.

**\*The Items in Executive Session May Be Discussed and Acted On In Open Session\***

**The Board retired to Executive Session at 6:03 p.m.**

**The Board reconvened to the Regular Meeting at 6:47 p.m.**

**V. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**Items for future agenda consideration or reports from staff may be requested but no discussion of any items or requests shall take place.**

**The PAEDC Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda as authorized by the TEXAS GOVERNMENT CODE §551.071, (Consultation with Attorney), §551.072, (Deliberations about Real Property), §551.074, (Personnel Matters), §551.087 (Economic Development) or any other exception authorized by Chapter 551 of the Texas Government Code**

**VI. ADJOURNMENT OF MEETING**

**A motion as made by Christopher Smith and seconded by Beverly Raymond to adjourn the meeting at 6:50 p.m. The vote was unanimous. Motion carried.**

**APPROVED BY THE BOARD OF DIRECTORS ON THE 6th DAY OF**

**June, 2022.**

**SECRETARY OF THE BOARD**