

The Port Arthur Economic Development Corporation

MINUTES

Regular Board Meeting

501 Procter Street, Ste. 100, Port Arthur, TX 77640

Monday, March 6, 2023

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 Regular Meeting on Monday, March 6, 2023. The meeting was called to order at 6:00 p.m.

II. ROLL CALL, INVOCATION & PLEDGE

The following Board Members were present:

Darrell Anderson, Beverly Raymond, Ellen Clark, Richard Wycoff, Jerry LaBove, and Melvin Getwood

The Invocation was given by Darrell Anderson followed by the Pledge of Allegiance.

III. MINUTES

Special Meeting | Workshop February 6, 2023

Regular Meeting February 6, 2023

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the Special Meeting | Workshop February 6, 2023 and Regular Meeting February 6, 2023 Minutes. The vote was unanimous. Motion carried.

IV. PETITIONS & COMMUNICATIONS

1. Presentations

None

2. Communications

None

3. Speakers (limited to 3 min. ea.)

None

V. REPORTS

CEO's Report | Discussion

- Update on the Corporation's Finances
- Update on the execution of 90-Day Plan
- Update on the proposed strategic priorities
- Update on incentive applications currently under review

- Update on lease with PACFCU for space in the Press Building
- Update on PAEDC's Workforce Programs
- Review of schedule for 2023 Sales Tax and Basic Economic Development Training Workshops
- Reminder on 2023 Annual Meetings for International Economic Development Council (IEDC) in Dallas and Texas Economic Development Council in Houston
- Update on the planned provision of increased security for meetings of the Board of Directors
- Review of the agenda for the Joint City Council/PAEDC Board of Directors Meeting

VI. UNFINISHED BUSINESS

None

VII. CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding entering into a Performance Agreement with Saigon Plaza LLC.

No action was taken on this item.

VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action regarding entering into a Workforce Training Agreement with Lamar State College Port Arthur for a Commercial Driver Certification Program for Commercial Driver's License Class A and Class B.

A motion was made by Beverly Raymond and seconded by Darrell Anderson to approve entering into a Workforce Training Agreement with Lamar State College Port Arthur for a Commercial Driver Certification Program for Commercial Driver's License Class A and Class B. The vote was unanimous. Motion carried.

2. Review, discussion, and possible action regarding amending the wage and status regarding the PAEDC 2023 Youth Employment Program.

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve amending the wage and status regarding the PAEDC 2023 Youth Employment Program. The vote was unanimous. Motion carried.

3. Review, discussion, and possible action regarding policy for Board Member Communication with Corporation General Counsel.

A motion was made by Darrell Anderson and seconded by Beverly Raymond to open this item for discussion. Following discussion, no action was taken on this item.

4. Review, discussion, and possible action regarding EDC President appointing a committee of 2 board members and Ms. Muller to develop strategies for marketing the press building (request of Board President Jerry LaBove).

A motion was made by Beverly Raymond, there was no second motion made. No action was taken on this item.

5. Discuss EDC Financial rating (request of President Jerry LaBove).

This item was for discussion only.

6. Review, discussion, and possible action regarding the revised 2023 Port Arthur EDC Board Meeting Schedule.

A motion was made by Beverly Raymond and seconded by Ellen Clark to approve the revised 2023 Port Arthur EDC Board Meeting Schedule. The vote was unanimous. Motion carried.

7. Review, discussion, and possible action regarding the Travel Expense and Reimbursement Report for PAEDC CEO Terry Stokes.

A motion was made by Beverly Raymond and seconded by Darrell Anderson to approve the Travel Expense and Reimbursement Report for PAEDC CEO Terry Stokes, less the five-dollar tip. The vote was unanimous. Motion carried.

8. Review, discussion, and possible action regarding the Board's submittal of a letter to the City Manager requesting a financial presentation by the City's Financial Director (request of President Jerry LaBove).

A motion was made by Beverly Raymond and seconded by Richard Wycoff to approve the Board's submittal of a letter to the City Manager requesting a financial presentation by the City's Financial Director. The vote was unanimous. Motion carried.

9. Review, discussion, and possible action regarding the proposed ten (10) Strategic Priorities that will serve as the foundation for the PAEDC's high-level Strategic Plan.

1. Attracting new entrepreneurs and businesses
2. Community development
3. Developing and implementing new branding, marketing, & messaging for the Corporation
4. Developing homegrown entrepreneurs
5. Downtown revitalization
6. Entrepreneurship and the Press Building
7. Increasing the inventory of available housing across all income classes
8. Jade Avenue, Highway 73, and Spur 93 Industrial Parks
9. Strengthening and improving the viability of Port Arthur's small businesses
10. Workforce and youth development

A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the proposed ten (10) Strategic Priorities that will serve as the foundation for the PAEDC's high-level Strategic Plan. The PAEDC CEO is to have the draft plan ready for the Board's review at the April Board Meeting, with the final plan ready for approval at the May Board Meeting. The vote was unanimous. Motion carried.

IX. ADJOURNMENT OF MEETING

A motion as made by Ellen Clark and seconded by Beverly Raymond to adjourn the meeting at 7:18 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 3rd DAY OF
April, 2023.



SECRETARY OF THE BOARD