

*Port Arthur Economic Development Corporation*

**MINUTES**

**Regular Board Meeting**

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

***Tuesday, January 9, 2024***

*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 Tuesday, January 9, 2024. The meeting was called to order at 6:14 p.m.

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

The following Board Members were present:

**Kaala Jacobs, Jody Holton, Ingrid Holmes, and Darrell Anderson.**

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

**III. MINUTES**

12/4/2023 Regular Board Meeting

12/5/2023 Special Joint Meeting with City Council

**A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to approve the 12/4/2023 Regular Board Meeting minutes and the 12/5/2023 Special Joint Meeting with City Council minutes. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

None

**2. Communications**

A. Greater Port Arthur Chamber of Commerce 124<sup>th</sup> Annual Banquet

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

**V. REPORTS**

CEO's Report | Discussion

- Overview of December 2023 Activities
- Incentivization Program Update
- Staffing Update
- TEDC's Local Economic Development Guide Book

## VI. UNFINISHED BUSINESS

None

## VII. CONSENT AGENDA ITEMS

None

## VIII. NON-CONSENT AGENDA ITEMS

1. Review, discussion, and possible action to approve the PAEDC's Quarterly Financial Report.

**A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to bring this item to the floor. Following discussion, it was suggested this item be tabled until further clarity is given regarding the YTD Balance for September.**

**This item was tabled.**

2. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with The Solco Group, LLC for the provision of on-call engineering-related consulting services.

**A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to approve entering into a Professional Services and Consulting Agreement with The Solco Group, LLC for the provision of on-call engineering-related consulting services, in a not to exceed amount of \$25,000.00. The vote was unanimous. Motion carried.**

3. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with McCoy Consulting, LLC for the provision of on-call grant management services.

**This item was tabled.**

4. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with CSRS, LLC for the provision of U.S. Economic Development Administration Public Works & Economic Adjustment Assistance Grant Application services for the design and installation of requisite infrastructure at PAEDC's Spur 93 and Jade Avenue Industrial Parks.

**This item was tabled.**

5. Review, discussion, and possible action regarding entering into a Professional Services and Consulting Agreement with Retail Strategies, LLC for the provision of a Community Development Partnership and Downtown Strategic Visioning Plan & Implementation Support services.

**A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to approve entering into a Professional Services and Consulting Agreement with Retail Strategies, LLC for the provision of a Community Development Partnership and Downtown Strategic Visioning Plan & Implementation Support services, in a not to exceed amount of \$45,000.00. The vote was unanimous. Motion carried.**

6. Review, discussion, and provide staff direction regarding revising the descriptor applied to the PAEDC's Tuition Reimbursement Program to clarify whether the benefit is to Port Arthur Residents regardless of which school the student matriculated from so long as the school is within Jefferson County or applying a descriptor that limits the program's participation to students who matriculate from a high school associated with either the Port Arthur Independent School District or the Sabine Pass Independent School District.

**A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to bring the item to the floor. Following discussion, it was determined there are no changes needed to the current contract language. The program is open to all Port Arthur Residents regardless of the High School that they have matriculated from. The vote was unanimous. Motion carried.**

7. Review, discussion, and provide staff direction regarding revising the descriptor applied to the PAEDC's Youth Employment Program to clarify whether the program is to apply to only youth that live with the Port Arthur Extra-Territorial Jurisdiction or to any student that resides within Jefferson County.

**A motion was made by Ingrid Holmes and seconded by Kaala Jacobs to bring the item to the floor. Following discussion, it was determined there are no changes needed to the current contract language. The program is open to all Port Arthur Residents regardless of the High School that they have matriculated from. The vote was unanimous. Motion carried.**

8. Review, discussion, and provide staff direction regarding whether the PAEDC should collaborate with its stakeholder Lamar State College Port Arthur to create a Paralegal Workforce Program for students studying to become Paralegals akin to its current Commercial Driver's License and Certified Nursing Assistant programs.

**A motion was made by Kaala Jacobs and seconded by Ingrid Holmes to bring this item to the floor. CEO Terry Stokes advised Board Members that a Paralegal Workforce Program does not fall into the criteria set forth for a Type A Economic Development Corporation; nor does it meet the criteria of the Texas Workforce for high demand jobs.**

**The Board adjourned to The Annual Meeting at 7:00 p.m.**

**The Board reconvened to the Regular Board Meeting at 7:03 p.m.**

8. Following the Annual Meeting, the Board reconvened to the Regular Meeting to continue discussion of this item. President Anderson stated that being a Paralegal Workforce Program does not fit the “mold” of PAEDC, such a program will not be considered.

**IX. 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

**X. ADJOURNMENT OF MEETING**

A motion as made by Kaala Jacobs and seconded by Jody Holton to adjourn the meeting at 7:04 p.m. The vote was unanimous. Motion carried.

APPROVED BY THE BOARD OF DIRECTORS ON THE 19<sup>th</sup> DAY OF

February, 2024.

  
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SECRETARY OF THE BOARD