

**MINUTES  
HARRISON COUNTY DEVELOPMENT COMMISSION  
August 13, 2019**

A regular scheduled meeting of the Harrison County Development Commission was called to order at 8:19 am on Tuesday, Aug 13, 2019 at Harrison County Development Commission, Gulfport, Mississippi.

Commissioners present: President Jimmy Levens, Brian Gollott, John "Shorty" Sneed, Cliff Kirkland, Sam LaRosa, Frankie Castiglia, Jennifer Burke, Sharon Bentz and Rip Daniels.  
Commissioners absent: Warren Conway, Mark Schloegel, and Frank Bordeaux.

Staff members present: Executive Director Bill Lavers, Marcia Crawford, Lori Frazier, Brandi Hough, Derek Duckworth, and Michelle McGraw as recording secretary.

Consultants present: Legal Counsel Jim Simpson and Don Clark with DCC Consultants.

The media was notified of this meeting via the Sun Herald and our <http://mscoast.org> website.

**I. CALL TO ORDER**

President Jim Levens called the meeting to order at this time.

**II. Agenda Adjustment**

No adjustments were presented.

**III. INTRODUCTION OF GUESTS**

Guest had to cancel and will hopefully reschedule.

**IV. MEETING MINUTES**

Motion was made by Commissioner Rip Daniels to approve the July 16, 2019 meeting minutes and seconded by Commissioner Cliff Kirkland. After discussion, a correction was requested by Commissioner Sam LaRosa to edit the minutes to correct a verbal recorded error, requested it to be changed from "20-year lease" to say "30-year lease". Attorney Jim Simpson stated it was okay to change the minutes to reflect what was meant to say instead of what was actually said. No further discussion was made and the motion carried unanimously.

**GUESTS / COMMENTS**

No guests at this time.

**V. Vote Items**

- **Land Sale Ray Wesson Jr.** – Executive Director Bill Lavers presented the details of the land sale. Commissioner Frankie Castiglia motioned to approve the sale and it was seconded by Cliff Kirkland. No other discussion took place, all in favor Aye.

A Roll call vote took place. 9 Affirmative votes motion passed.

Commissioner Brian Gollott, Cliff Kirkland, Rip Daniels, John Sneed (Shorty),

Jennifer Burke, Jimmy Levens, Sam LaRosa, Sharon Bentz and Frankie Castiglia voted Aye.

- **2019 - 2020 Budget** – Commissioner Sam LaRosa explained the budget and the amended budget differences. Under Management Fees the budget was decreased from \$80,000.00 to \$24,000.00 for the Innovation Center. After discussions Commissioner Sam LaRosa made a motion to approve the Amended Budget and Commissioner John Shorty Sneed seconded the motion. No other discussion took place, all in favor Ayed and motion carried.

**A. Finance (Sneed, Chairman)**

- **Financial Statements for July 2019**  
Commissioner Sam LaRosa gave a breakdown of financials and made a motion to approve the July 2019 Operation financial statements and seconded by Commissioner John Shorty Sneed. After no further discussion, all in favor Ayed and the motion carried unanimously.
- **Financial Claims for July 2019**  
Commissioner John “Shorty” Sneed gave a breakdown of financial claims and made a motion to approve the July 2019 Financial Claims, Commissioner Sam LaRosa seconded the motion. Everyone is favored Ayed. After no further discussion, motion was approved unanimously.

**COMMITTEE ACTIVITIES**

**A. Marketing & Industrial**

Executive Director Bill Lavers gave an update on a land sale we are working on and also an expected visit by our Colombian friends still looking for investors in the rum manufacturing process. Discussion came up by Commissioner Sam LaRosa that Derek Duckworth was now a fulltime employee and the board should be aware of his hire. Bill Lavers gave a brief bio on Derek and his plans to move to Long Beach and one of his job rolls would be to handle the Bids. Commissioner Frankie Castiglia questioned if Consultant Don Clark would still be involved in the Bid process and President Jimmy Levens explained he would be but administration needed to handle the posting and administrative duties. Executive Bill Lavers explained Lori Frazier, Michelle McGraw and Marcia Crawford were all going to be taking part in the Bid process.

**B. Administrative, Engineering & Maintenance**

President Jimmy Levens stated we did not have anything to share at this time and would be having a Committee Meeting in the near future. Bill stated the Commission has met over 42 times so far in the last 12 months and appreciated the engagement and activity given by the board members.

### Team Reports

Brandi Hough Director of Business Development presented her report.  
 Marcia Crawford Director of Marketing and Relocation presented her report.  
 Discussion came up about our interns and future interns and getting our youth more involved.

### VI. Directors Report

Executive Bill Lavers presented his report with updates throughout the meeting.  
 No physical report was presented.

### VII. Old/New Business

- **Bid Policy** – A Bid Policy draft was presented and discussion took place over the \$5000.00 figure for bids to go out. The original proposal was to bid anything over \$5000.00 and after discussions it was agreed to bid everything \$25,000.00 and over. Derek Duckworth presented an excel spread sheet he created showing how to keep track of each bid to ensure we were in compliance with Bid Law. Commissioners asked for a written policy to be created for future reference so if need be someone else can step in and take over the bid process.
- **Innovation Center Discussion** – Executive Director Bill Lavers stated in the Marketing Committee Meeting the decision was made to cancel the existing management contract. Sam LaRosa's adjustment to the budget was to leave \$24,000.00 for onsite bill collection of rents. Commissioner Sam LaRosa and Executive Director Bill Lavers will be attending the Innovation Centers new Board Meeting on the 21<sup>st</sup> of August. Bill also stated he is getting bids on the remodel of the Innovation Center which hasn't been updated for 30 years and we are also exploring the possibility of selling it to rebuild a new one in a better location. Both are options we are looking into.
- **Auto Allowance** – Executive Director explained the change needed from a lease rental (which was approved by the BOS) to an auto allowance due to the lease payment doubled after it went to corporate at Ford. Come to find out you have to purchase a vehicle which in turn doubled the original lease payments we calculated for. It is cheaper to adjust the previous auto allowance we had in place than to purchase a new vehicle. Commissioner Frankie Castiglia motioned to approve the auto allowance of \$1000 per month plus gas reimbursement for outside travel and it was seconded by Commissioner Jennifer Burke. All Ayed, no further discussion took place and the motion was approved unanimously.
- **Commissioner Sam LaRosa** was presented a plaque for his many years of service and this meeting is expected to be his last on the Board of Commissioners. Mr. LaRosa stated he would be on call till Dec. and do as Connie directed him to do.

VIII. Legal

IX. **Announcements/Notices**

Next BOC meeting is scheduled for Sept 17<sup>th</sup> and the State of the County Address is Aug 22<sup>nd</sup>.

X. **ADJOURN**

There being no further business to come before the Commission, Commissioner Jennifer Burke made a motion to adjourn and seconded by Commissioner Frankie Castiglia. Meeting lasted 1 hour and 9 min and the meeting was adjourned.



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Jimmy Levens, President



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Mark Schloegel, Secretary