

Minutes of the Brookshire Economic Development Corporation Meeting
June 13, 2022

The Brookshire Economic Development Corporation held a Special Meeting on Monday, June 13, 2022 in the Brookshire Municipal Building located at 4029 Fifth Street, Brookshire, Texas.

https://www.youtube.com/watch?v=_CLzQsRD4og

The meeting was called to order at 7:15 p.m. by Jeremiah Hill

Agenda Item #1: Prayer

Director, Amanda Neuendorf

Agenda Item #2 Pledge of Allegiance

Agenda Item #3 Roll Call

Present were:

Place 1, Jeremiah Hill

Place 2, Amanda Neuendorf

Place 3, Kathy Guy

Place 4, Quotatious Dun

Lace 5, Susette Baines

Place 6, Glenn Mayberry

Place 7, Mariela Aguilar

Also, Present:

EDC Coordinator, Mike Barnes

Attorney, Justin Pruitt

Administrative Assistant, Vickie Casto

Absent:

Recording Secretary, Claudia Harrison

Agenda Item #4 Public Comments.

N/A

Agenda Item #5 Nomination of Board Places A, B, C, and D to be reappointed by the city Council. (*Quotatious Dunn (A), Susette Baines (B), Glenn Mayberry(C), and Mariela Aguilar (D)*)

Mr. Hill stated that this would be split up due to an oversite in the oath of offices. They have two separate papers, page one and page three. They're going to stand up and raise their right hand and go through this when they are finished, he will have them sign it and pass it over to him so he can notarize it. He and Mrs. Neuendorf will not have to do this as they just did for the city council. He stated it was pretty simple and added they could read over the oath beforehand.

Ms. Dunn asked if there was a page 3 because she only had one and two.

Mr. Hill stated she should have page one, two, three and four.

There was some confusion and several began to tell what pages they had.

Mr. Hill stated that they both were technically two, two. There's the oath of office and statement of officer. He then asked if anyone had any reservations. He stated if not then he asked them all to stand and both oaths were given. He then asked them to sign and fill in their name, and date and pass it to him. As they were turned in, he then notarized each one.

Mr. Hill stated that if they were not aware of the way the EDC is operated, the EDC nominates, then it goes before city council for conformation. It's done in a split cycle, this cycle will be place A, B, C, D or 4, 5, 6, 7. Next year will be place's 1, 2, 3. So, tonight they are going to re-nominate even technically they are just getting sworn in. July is the date where it gets reaffirmed ever single year. So, they are accentually ceremonial re-nominating again if that's what the board wishes, he doesn't know why they would back out since they've just sat down for the first time. With that being said, he will take nominations if they want to just slate and reaffirm, he's good with that but he will open it up to nominations by the board.

Motion was made to nominated Quotationous Dunn for position A, Susette Baines for position B, Glenn Mayberry for position C and Mariela Aguilar for position D.

Director, Amanda Neuendorf / Director, Kathy Guy

All For
Motion Carried

Agenda Item #6 Filling of vacancies of the offices of President, Vice-President, Secretary, and Treasurer. *(All offices will be open for re-election at the Board's Annual Meeting in July. The offices of President and Treasurer and signatories to the Board's accounts.)*

Mr. Hill stated because of the abnormality of the entire board being replaced they are obviously needing to fill the seats of president, vice-president and Secretary and Treasurer. Normally and this doesn't have to be the norm; but this board has traditionally always have had the same officers kept going over the course of time. He's not going to say that's what they should do; but he will say for this particular item again next month because the July meeting how that works ... they're going to have to reappoint all the officers for the rest of the physical year, technically July to July. Ideally whoever they nominate tonight it would be great if they could continue on. So, we can get them on as signers on the checking accounts and everything is setup and continues to operates. That obviously does not have to be the prerogative of the board, its just what would work the best. So, with that in mind just to give them a kind of brief overview and Ms. Casto and Mr. Barnes are welcomed to interject anytime they feel he's going astray. The president generally presides over the meetings, helps set up the agendas. Generally, Mr. Barnes works with the presidents to discuss some outliners as far an economic development before it's presented to the board. The vice-president would fill in absent of the president. The secretary/treasurer is simply that. They have a recording secretary as well as Ms. Casto that typically does the minutes that you would not require them to do that, if they are willing to volunteer for that position. The treasurer finances have been maintained by the city of Brookshire, Claudia Harrison the city secretary. So, what would require you to do necessarily to keep a ledger of accounts, it will require you to sign off on checks be part of the signatory for the checks. Generally, the president, secretary/treasurer are the signatories for all the accounts that are held in any financial institution. So, with that are there any volunteers to serve in any of these capacities?

Mrs. Neuendorf asked if he was asking for volunteers or nominations?

Mr. Hill stated he thought they would discuss it first, if she wants to go straight into nomination without discussing he's okay with that also. But he is open to see who is willing to do any roll and go from there.

Ms. Dunn stated where ever they needed her.

Mrs. Neuendorf stated she preferred that her position specifically just because as councilwoman she would just like just to serve in the capacity of EDC as what's required by state law. So, she's personally not interested in any officer's position just to make that clear.

Ms. Aguilar wanted more information and responsibilities for the treasurer/secretary. She then wanted to know if that was one office or two separate offices.

Mr. Hill stated that it was one office. He assumes bigger EDC's may split it up but he doesn't know if it's a prerequisite. Really Ms. Casto may can speak better to what they have done in the past, beyond signatories of the checks is kind of the biggest responsibility that he's aware of.

Ms. Aguilar asked so, the checks that the EDC issues ...

Mrs. Neuendorf replied for payment of invoices, contract or projects different things like that.

Ms. Aguilar asked the secretary portion he said wasn't keeping up with the minutes was part of the requirement?

Mr. Hill state he was not aware ... then he called on Ms. Casto.

Ms. Casto stated that in the past the secretary was one of the signage for the checks, then when the recording secretary wasn't in the secretary would call roll and take notes also.

Mr. Hill stated that he knew in the past, traditionally the secretary has taken maliciously notes at the meetings. Thankfully with the modern invention of the recorders and livestreaming they kind of now have a audio and video fall back to go back and kind of ... he knows Ms. Casto is making notes but a lot of times they are using that now as their failsafe. He then asked Ms. Aguilar if she would like to serve in that capacity?

Ms. Aguilar stated she would be interested in volunteering but she wanted to make sure exactly what she would be responsible for. She wanted to know if the signing of the checks was on a weekly basis.

Ms. Casto stated that right now the city secretary prints out the checks she will call you when they are ready to be signed.

Ms. Aguilar asked if there was ever a situation where there is an objection to signing a check? Is there any oversight she should be doing as to not be signing a particular check, would that have to be brought up to the board? She just wanted to know if she would have to be looking for something particular.

Mr. Hill stated that generally most checks should have had their invoices brought to the board for approval. So, yes you want to be aware of what they've approved. If there is something out of the norm, he personally would say he would not be comfortable signing this, that would be his preference.

Ms. Casto stated that in the past that's the way the city will do; but in the past the EDC has not had the board to approve invoice before their paid.

Mr. Hill asked how was that operated?

Ms. Casto stated at times she will get an invoice and she'll printout a check request and she will send it to the city secretary and she'll printout the check. But in most case's the invoice's go directly to the city secretary and she will print the checks.

Mr. Hill asked if there were any financial policies that are in place?

Ms. Casto replied not really.

Mr. Hill stated that was something they'd need to visit. He then asked if she (Ms. Casto) saw all the invoice before the signatures are requested or is it ...

Ms. Casto stated she only see's the ones she receives, via e-mails. Sometimes and it's very rare the invoices come to the Brookshire EDC or Brookshire Economic Development will go directly to the city secretary. If, they have attention with her name then she'll get it; but it's very rare ... what she gets is normally e-mail with the invoices and that's when she'll send a check request.

Ms. Dunn stated she didn't get it and maybe she was missing something.

Mrs. Neuendorf stated the board approves different projects for the purpose of paying the invoices that's what they are discussing. Like Ms. Casto is a fulltime employee of the Brookshire Economic Development Corporation, like she's saying when an invoice is mailed, she only see's it if it say's attention Vickie Casto; but if it says Brookshire EDC then she never see those and to her that's a logistics problem.

Ms. Aguilar asked then the treasurer of the EDC does see them?

Mr. Barnes stated she would not see it at that point you would subsequently at the time of execution.

Mrs. Neuendorf said that's what she was saying. That if she looks at an invoice and it doesn't look right then I would say I'm not going to sign off on this check I would like to discuss it at our next EDC meeting.

Mr. Hill stated they would get to that in the next board meeting hopefully Ms. Harrison can be present to discuss actually how that works.

Ms. Dunn then asked if these policies procedure in this information?

Mrs. Neuendorf stated that's what they are uncovering. That there is no policy or procedure so they definitely need to outline one.

Ms. Aguilar then asked that the vacancies, the president, vice-president, secretary/treasurer they have to come out of the existing board in the room?

Several replied yes.

Ms. Aguilar said then they accentually have to volunteer.

Mr. Hill replied correct and added three people have to volunteer.

Mrs. Guy stated what ever capacity he needed she would take care of it.

Mr. Hill stated this was strictly for discussion and not feel obligated in anyway ... secretary/treasurer Ms. Mariela, vice-president Mrs. Guy, President himself if no one else is. It's up for discussion and subject to change. He would like to see it roll every year it does not have to maintain the same person.

Ms. Dunn stated there is nothing written in stone for that either.

Mr. Hill said that every year it gets reappointed.

Mrs. Neuendorf explained the appointments.

Ms. Aguilar stated he seemed to know more about this so she was comfortable appointing him for position as president. Amanda didn't want to hold office.

Motion was made to nominate Jeremiah Hill as president, Mrs. Guy for vice-president and Ms. Aguilar for secretary and treasurer.

Director, Amanda Neuendorf / Director, Glenn Mayberry

All For
Motion Carried

Agenda Item #7 introduction by Coordinator Mike Barnes, of Mike Barnes Group, Inc.

Mr. Barnes addressed the board and explained his roll as the EDC coordinator.

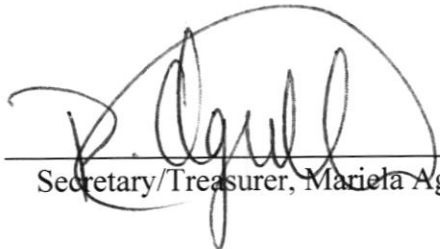
Agenda Item # 8 Adjournment.

Motion was made to adjourn.

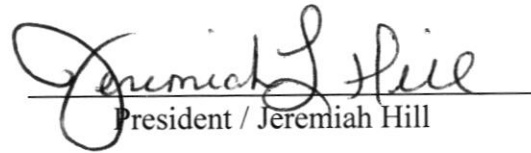
Director, Amanda Neuendorf / President, Jeremiah Hill
All For
Motion Carried

8:34 p.m.

It is possible that a quorum of the Brookshire City Council may be present at the meeting and participate in the discussion of the items on the agenda. No official action of the Brookshire City Council will be taken at this meeting.



Secretary/Treasurer, Mariela Aguilar



President / Jeremiah Hill

Prepared by Vickie Casto