



**Minutes of Regular Meeting  
Greater Southeast Management District Board of Directors**

The Board of Directors, of the Greater Southeast Management District (the "District"), held a regular meeting on **Wednesday, January 9, 2019 at 12:00 p.m.**, at 5445 Alameda Road, Suite #502, Houston, Texas 77004, that was open to the public, and inside the boundaries of the District. The roll was called of the duly appointed members of the board, to-wit:

<u>Position #</u>	<u>Board Members</u>	<u>Position #</u>	<u>Board Members</u>
1	Alan D. Bergeron	10	Cydonii Miles
2	Sharone Mayberry	11	Zinetta A. Burney
3	Jonathan Howard	12	Chris Hageney
4	Hexser J. Holliday II	13	Dr. Teddy A. McDavid
5	Charic Daniels Jellins	14	Brian G. Smith
6	Sadie Rucker	15	Min. Robert Muhammad
7	Shawn W. Cloonan	16	Karen Carter-Richards
8	Jaa St. Julien	17	Janice Sibley-Reed
9	J. Peyton Elliott		

All of the above were present except Director Cloonan, Director Elliott, Director Mayberry, Director Miles, and Director Bergeron. Others in attendance were Barbara McGuffey, Griselda Gonzales, Cpt. "Smokey" Phillips, Lt. Marcus Grant, Mike Meyer, Jerry Sowell, Clark Lord, Theola Petteway, Oletha Jacobs, Dawn Malone, Nikki Knight, Stephanie Coleman, Kendall Thompson, and Toloria Allen.

**CALL TO ORDER**

Director Smith called the meeting to order at 12:14 p.m. after quorum was established.

**PUBLIC COMMENTS**

There were no public comments presented.

**SWORN STATEMENT, OATH OF OFFICE AND BOND FOR APPOINTED AND REAPPOINTED BOARD MEMBERS**

Attorney Clark Lord conducted the Swearing In Statement, Oath of Office and Bond for the Board of Directors. Members were instructed to repeat the Sworn Statement and Oath of Office as directed by Clark Lord. Upon motion by Director Muhammad and being seconded by Director McDavid, the Board of Directors approved appointed and reappointed board members.

**APPROVE MINUTES FROM PREVIOUS BOARD OF DIRECTORS' MEETING**

Upon motion by Director Muhammad and seconded by Director McDavid, the Board of Directors approved minutes from the November 28, 2018 Board Of Directors meeting.

**DISTRICT ADMINISTRATION**

The Board of Directors received the Assessment Collection Report for period ending December 31, 2018, as presented by Oletha Jacobs, Administrative Services Manager, in the absence of Mr. Byrd, with Equi-Tax, Inc.

The Board of Directors received the Balance Sheet with Previous Month Comparison and Profit & Loss with Previous Month and YTD Comparison as of November 30, 2018 as presented by Oletha Jacobs, Administrative Services Manager

Upon motion by Director McDavid and seconded by Director Holliday, the Board of Directors approved the following:  
a. Payment of Recurring and Non-Recurring Expenses for the period ending November 30, 2018  
b. Letter of Agreement regarding Office Space for Greater Southeast Management District which extends the District's sublease for one-year through December 31, 2019, with updated terms and conditions  
c. Ninth Amendment to Amended and Restated Interlocal Agreement with OST/Alameda Corridors Redevelopment Authority and TIRZ #7 related to enhanced public safety services through

December 31, 2019 d. Agreement for FY 2019 Professional Accounting Services with McConnell & Jones, LLP for a not-to-exceed amount of \$15,600 for base services. Director Miles completed the annual vendor, consultant and contractor evaluation for McConnell & Jones, LLP and d. Budget and Finance Committee recommended that each committee review draft FY 2019 Budget and recommend a Final FY 2019 Budget for submission to the Budget & Finance Committee for inclusion in the FY 2019 Final Budget.

#### **DISTRICT SERVICES AND IMPROVEMENTS ACTION ITEMS**

- a. Upon motion by Director Holiday and being seconded by Director Hagoney, the Board of Directors approved Interlocal Agreement for Law Enforcement Services Between Harris County and Greater Southeast Management District; to provide 7 deputies to devote 80% of their working time to provide enhanced public safety services to the District for a not-to-exceed amount of \$553,308.00. Director McDavid completed the annually evaluation for Harris County.
- b. Upon a motion by Director Hagoney and being seconded by Director McDavid, the Board of Directors approved to change the name of the Nominating Committee to the Governance Committee.
- c. Upon a motion by Director McDavid and being seconded by Director Jellins, the Board of Directors approved enforcement of Board attendance to three consecutive absences from Board meetings to constitute removal.

#### **BOARD ORIENTATION AND TRAINING**

- Dawn Malone, Program Manager, presented the Greater Southeast Management District commercial to the Board and gave a brief presentation that covered all aspects of the District program with highlights of the Service and Assessment Plan.
- Stephanie Coleman, Marketing Coordinator stated goals to create systems, and data base management designed to determine the best presentation of stories of the District moving forward.
- Oletha Jacobs, Administrative Services Manager, distributed the Board Orientation binder and Training session conducted by Attorney Clark Lord.
- Attorney Clark Lord discussed in detail the Texas Public Information Act and the training required by each Board member with a certificate of completion necessary to be submitted to the office staff. He also covered the Open Records Act and emphasized the importance to remember everything said and done by a Board member is open to the public and requested all Board members to complete the necessary forms in their binders.
- Board Chair, Brian Smith stated some of the committees will be combined to reduce the amount of time Board members are required to meet. The Business and Economic Development Committee will be combined with the Marketing, Public Relations, and Perception. Directors are required to serve on at least one committee, but, can serve on as many as possible.

#### **ADJOURN**

Upon a motion by Director Smith, and being seconded by Director Sibley Reed, the meeting was adjourned at 2:30 p.m.

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Janice Sibley-Reid, Secretary