



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, June 10, 2020 at 12:00 p.m., via telephonic or videoconference communication, 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:

Table with 4 columns: Position #, Board Members, Position #, Board Members. Lists members for positions 1 through 17.

All of the above were present except Directors Elliott, Holliday, Muhammad, Sibley-Reid and Carter Richards. Others in attendance were Cindi Winski, Clark Lord, Martha Failing, Frank Gans, Zachery Martin, Chena Karega, Theola Petteway, Dawn Malone, Misael Obregon, Oletha Jacobs, Gerald Wilson, Tia Alexander, Nikki Knight, and Kendall Thompson.

CALL TO ORDER

Director Smith called the meeting to order at 12:27 p.m.

PUBLIC COMMENTS

Director McDavid, on behalf of the Old Spanish Trail Community Partnership, gave a brief update on the activities in the OST area. Her ask was that the District consider some type of training program to support the "mom and pop" businesses during the COVID-19 pandemic in learning better strategies and procedures for managing and operating their businesses.

APPROVE MINUTES FROM PREVIOUS BOARD OF DIRECTORS' MEETING

Upon motion by Director McDavid and seconded by Director Daniels Jellins, the Board of Directors approved minutes from the May 13, 2020 Board of Directors meeting.

INTERIM EXECUTIVE DIRECTOR'S STATUS REPORT ON ADMINISTRATIVE SERVICES AND PROGRAM SERVICES

The Board of Directors received the Interim Executive Director's Status Report on Administrative Services and Programs Services for period ending June 10, 2020, as presented by Theola Petteway, Interim Executive Director. The Interim Executive Director requested support from the Board of Directors to establish a multidisciplinary return to work planning team and monitor an individualized and flexible return to work plan. The purpose of the team is to support the process of reimagining the work environment because of the COVID-19 pandemic. Upon the request of Director Smith, the following Board of Directors volunteered to serve as the District's return to work planning team: Director Bergeron, Director Hageney, Director Daniels Jellins, Director Miles, Director Smith, Director Burney, and Director McDavid. The Interim Executive Director will set up a return to work planning team meeting and the goal is to have a draft plan by the next board meeting on Wednesday, July 8, 2020.

DISTRICT ADMINISTRATION

- a. The Board of Directors received the Assessment Collection Report for period ending March 31, 2020, as presented by Cindy Oliver Winski, Equi-Tax, Inc. Cindy shared that the District is currently at a 95% collection rate; last year we were at 96% and notices will go out for delinquent accounts on July 1, 2020;
b. The Board of Directors received the Budget and Finance Committee report as presented by Director Miles. Director Miles shared that the staff has been proactive in securing fraud protection services for bank accounts during the COVID-19 pandemic. Additionally, she requested that the Board Chair consider the Service & Assessment Plan Committee reconvene

to discuss goals and priorities and the staff provide information for Phase II of the Board Retreat. Director Smith recommended that Phase II of the Board Retreat be held remotely;

- c. The Board of Directors received the Balance Sheet with Previous Month Comparison and Profit & Loss with Previous Month and YTD Comparison for month ending April 30, 2020; and
- d. The Budget and Finance Committee Chair recommended the approval of the recurring and non-recurring expenses. The Chair of the Board called for a vote on the matter and the vote was unanimous. Upon motion by Director Miles and seconded by Director McDavid, the Board of Directors approved the Recurring and Non-Recurring expenses for the period ending April 30, 2020.

### **DISTRICT SERVICES AND IMPROVEMENTS**

The Board of Directors received the monthly update briefing on District Services and Improvements: Enhanced Public Safety; Environmental, Urban Design & Visual Improvement Services; Transportation & Local Mobility Services; Business & Economic Development Services and Marketing, Public Relations & Perception Enhancement Services as presented by the District staff;

- a. Upon motion by Director McDavid and seconded by Director Daniels Jellins , the Board of Directors recommended to table the approval to authorize the necessary agreement with the City of Houston to provide for additional maintenance obligation at the Park at Palm Center and authorize Interim Executive Director, Board Chair and Legal Counsel to execute agreement. Director Miles recommended that the item be presented at the next Budget and Finance Committee meeting, and requested a report that estimates the impact that this will have on the budget for the Park at Palm Center and requested that information be submitted for review prior to board approval;
- b. Upon motion by Director McDavid and seconded by Director Daniels Jellins, the Board of Directors approved a quantity adjustment for District wayfinding signage for the Houston Southeast Neighborhood Greenways Project. Director Miles requested for a status update on projects over or under budget for funds to be reallocated and requested that all committees submit any budget related board actions to the Budget and Finance Committee for review prior to Board approval; and
- c. The Business & Economic Development Services Committee recommended upgrading ULI Public Agency Membership and renewing the Greater Houston Partnership; with the condition that staff and the Board provide a quantitative report on the benefits of the membership. Director McDavid requested a motion to table upgrading ULI Public Agency Membership. The motion did not carry. The Chair of the Board called for a vote on the matter and the vote was unanimous. Director Miles requested that all committees submit any budget related board actions to the Budget and Finance Committee for review prior to Board approval.

### **EXECUTIVE SESSION**

No action taken.

### **ADJOURN**

The meeting was adjourned at 1:36 p.m.



Janice Sibley-Reid, Secretary