



Board of Directors
Public Hearing Minutes
Monday, December 12, 2022 | 5:30 PM
City Council Chambers
312 E. Charles Street, Hammond, LA 70401

I. CALL TO ORDER: Frank DiVittorio

II. Roll Call: Michelle Kendall, Assistant Director

Frank Di Vittorio	Present
John Daniel Guerin	Present
John Exnicios	Present
Elsbet Hollywood	Present
Cassie Ragan	Present
Evan Singer	Present
Bryan Wong	Absent

Old Business

1. Approval of the November 2022 financial report

Evan Singer made a motion, seconded by Cassie Ragan, to approve the November 2022 financial report as written.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

2. Approval of minutes from November 16, 2022

Cassie Ragan made a motion, seconded by Elsbet Hollywood, to approve the minutes from November 16, 2022 as written.

Frank Di Vittorio	Yes
John Daniel Guerin	Abstain
John Exnicios	Abstain
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent



Motion carried. Yes: 4 | No: 0 | Abstain: 2 | Absent: 1

New Business:

1. Frank DiVittorio – Discussion of Board Position

Mr. DiVittorio noted that his agenda did not contain the above item. Mrs. Elsbet Hollywood mentioned that board members requested the above item be the first item of discussion. Mr. DiVittorio noted the request for the additional agenda item was not made in a timely fashion and supplied board members with information detailing public meeting law and posting of agendas 24 hours in advance. Members noted that Mr. DiVittorio failed to circulate the agenda to all board members for input.

John Exnicios made a motion, seconded by Cassie Ragan, to amend the agenda to include ‘Frank DiVittorio - Discussion of Board Position’.

Frank Di Vittorio	No
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion failed. Yes: 5 | No: 0 | Abstain: 1 | Absent: 1

Cassie Ragan attempted to make a motion to include ‘Frank DiVittorio - Discussion of Board Position’ on the next meeting’s agenda. Mr. Divittorio continued to explain that the 24-hour meeting notice procedure was not followed. Members recognized that a mistake was made pertaining to the advertisement of the agenda and attempted to have discussion of Mr. Divittorio’s board position.

Mrs. Hollywood asked Mr. DiVittorio if he felt he was an effective Chairman. Mr. DiVittorio apologized to the board members for the circulation of the event occurring on August 29, 2022. He stated that he felt his actions were reasonable in attempting to retrieve the DDD’s email database.

Ms. Kendall made a statement pertaining to the release of the meeting’s agenda, stating that the chairman is tasked with drafting the agenda and gathering input from board members before the final draft is released. She also stated that four board members requested to add the agenda item after the 24-hour notice period. The agenda item was added as instructed.

Cassie Ragan made a motion, seconded by John Exnicios, to include ‘Frank DiVittorio -Discussion of Board Position’ on the DDD’s next meeting agenda.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes



Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

2. Presentation of Compensation and Benefit Study Analysis by SSA Consultants

Mr. DiVittorio provided an overview of the above report and its purpose to provide direction for staffing needs for the organization. Mr. John Exnicios noted a few issues with the report including job descriptions and envisioned more detail on what the staff roles should look like versus what they currently are.

Members discussed inviting the consultants to the Board's Retreat in January 2023.

3. Chelsea Tallo Little – employment matters – Executive Session may be called.

Mrs. Hollywood provided an overview of DDD Executive Committee and staff communication procedures that took effect in September 2022, including weekly conference calls. Mrs. Hollywood noted that the committee received information pertaining to concerns for DDD leadership as a whole. During the course of investigating concerns, the committee found there was an issue with the staff timesheets, including documentation and certification of time. Upon consulting with the City and their auditor, best practices were followed with reporting the issues to the Legislative Auditor and DA.

Mr. DiVittorio noted that Mrs. Chelsea Tallo Little resigned effective Sunday, December 11, 2022.

Lacy Landrum approached the podium and expressed frustration with Mr. DiVittorio's behavior. She further urged the Board for a full change of leadership, including Mr. DiVittorio's position as chairman.

Christine Monisterre approached the podium and inquired about Mrs. Little resignation. Mr. DiVittorio noted all documentation related to Mrs. Little resignation is a public record.

4. Michelle Kendall – employment matters – Executive Session may be called.

Cassie Ragan made a motion, seconded by Evan Singer, to enter executive session to discuss employment matters pertaining to Michelle Kendall.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1



Cassie Ragan made a motion, seconded by John Daniel Guerin, to exit the executive session.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

John Exnicios made a motion, seconded by Elsbet Hollywood, to promote Michelle Kendall to Executive Director with the annual salary of \$59,885.00.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

John Exnicios made a motion, seconded by Elsbet Hollywood, to authorize the Executive Director to hire an administrative assistant with the annual salary of \$35,000.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

5. 2023-2024 Board Appointments

Ms. Kendall updated the board on nominees for the open seats including the three largest assessed property owner seats and the west side business & property owner seat. Ms. Kendall stated there were no nominees for the west side seat and the DDD statute states that in the event a nomination is not received, the City Council would appoint a member of its choosing. Ms. Kendall noted the nominations received will be reviewed for appointment by the City Council on December 13, 2022.



6. Annual Planning for 2023

Ms. Kendall provided a rough outline for consideration for the Board's Annual Retreat. The Board discussed loose plans and logistics for the retreat planning. Mr. Guerin noted that Andre Coudrain would be helpful to include. Ms. Ragan noted for Mr. Coudrain would be of value in altering the Board of Directors' bylaws. Members discussed economic development planning.

Ms. Jessica Shirey, Hammond Historic District Commissioner, invited the Hammond Downtown Development Board to attend a meeting with the State Historic Office of Preservation and Louisiana Main Street on Friday, February 10th.

Members discussed creating a calendar of events for publishing well in advance of the events.

7. Design Committee Report

Ms. Ragan delivered the Design Committee Report and noted the committee met twice in December. On December 1st, the committee approved plans for 210 S Cherry St and discussed the Hammond Welcome Sign. On December 8th, the committee approved plans for 407 E Thomas St and reviewed a facade grant for 112 W Thomas St.

a. Façade Grant: 112 W Thomas St

Cassie Ragan made a motion, seconded by Elsbet Hollywood, to approve a facade grant in the amount of \$2,000 for 112 W Thomas St.

Frank Di Vittorio	Yes
John Daniel Guerin	Yes
John Exnicios	Yes
Elsbet Hollywood	Yes
Cassie Ragan	Yes
Evan Singer	Yes
Bryan Wong	Absent

Motion carried. Yes: 6 | No: 0 | Abstain: 0 | Absent: 1

b. Live Streaming Request

Ms. Ragan noted the committee discussed live streaming the Design Committee. Ms. Kendall noted that the live streaming request would ultimately be a request to the City and its IT Department to fulfill the request. Ms. Kendall noted she would follow up with the City about the request.

Mrs. Melanie Ricketts approached the podium and further commented on the public value of streaming the meetings. She inquired about the review of 407 E Thomas St. Ms. Ragan clarified that the review included viewing a rendering presented and site plan. Committee members were also provided the plans in advance.

Ms. Kendall confirmed that she is working on updating the website with meeting minutes. Mrs. Ricketts asked for agenda item requests from the public be moved to the top of the agenda for



future meetings. Members further discussed live streaming the meetings and would investigate further.

8. Railroad Park

a. M&R Proposal – Additional Circuits and Receptacles

Ms. Kendall provided an overview of the electrical issues at the park during the operation of farmers market hours. Ms. Kendall noted the additional circuits added have assisted in helping the issue, as well as a circuit map.

Members discussed investigating public bid law and procuring three quotes for the same service if it is needed in the future. Ms. Kendall mentioned that a quote similar to the one presented may need to be looked at if the electrical issues continue. Members tabled the electrical improvements to look at in the future if needed.

b. Brick and bench sales

Ms. Kendall updated members on the brick and bench sales and Railroad Park revenues.

9. Staff Report

Ms. Kendall presented the staff report including an Annual Report, Starry Saturday event, [Ms. Ragan noted she got only positive feedback and Mr. Exnicios noted he went through half a box of wine during the Wine & Cheese Walk], farmers market street closure, and farmers market holiday closures.

Ms. Ricketts approached the podium and urged the board to locate meeting recordings as required by the law. Ms. Kendall assured that the recording would be located.

Mr. DiVittorio made a statement pertaining to his position on the Board. He stated that he would like to see the DDD Board start 2023 on a new footing with leadership that speaks for the majority of the board. He stated that this meeting is his last as chair of the board.

-Adjourned

Michelle Kendall, DDD Executive Director
Hammond Downtown Development District Authority
#2 West Thomas Street, Hammond, LA 70401 985-277-5683

