

VISIT BATON ROUGE
PERSONNEL COMMITTEE MINUTES
November 2023

A scheduled Personnel Committee meeting of Visit Baton Rouge was held on Tuesday, November 28, 2023, at Visit Baton Rouge, located at 359 Third Street.

Present were:

Mary Stein
Scott Michelet
Claude Reynaud

Present but not participating in formal actions:

Jill Kidder, Staff
Lauralyn Maranto, Staff
Chuck Elkins, Legal Counsel

Mary Stein called the meeting to order and opened the meeting for public comment.

Chuck Elkins reviewed the redline revisions to Jill Kidder’s Employment Agreement. A motion was made by Scott Michelet, seconded by Mary Stein to adopt the following Resolution:

**RESOLUTION OF THE PERSONNEL COMMITTEE OF THE BOARD OF DIRECTORS OF
VISIT BATON ROUGE
November 28, 2023**

BE IT RESOLVED by the Personnel Committee of the Board of Directors of VBR (the “Committee”) that it hereby recommends to the Board of Directors of VBR (the “Board”) that the base salary of the President & CEO of VBR be set at the sum of Two Hundred Thousand and NO/100 Dollars (\$200,000.00) for the period January 1 through December 31, 2024, payable bi-weekly.

BE IT FURTHER RESOLVED by the Committee that it hereby recommends to the Board that in addition to the base salary increase set forth in the prior resolution, the current employment agreement by and between Visit Baton Rouge and its CEO (the “CEO Agreement”) be revised and adjusted: (i) to provide for a three (3) year contract term, subject to recurring mutually-agreeable annual extensions, beginning January 1, 2024; (ii) for an additional payment of Five Thousand and NO/100 (\$5,000) annually into VBR's 457 Deferred Compensation Plan for the benefit of the CEO; (iii) for an incentive payment for 2024 of Five Thousand and NO/100 (\$5,000); and (iv) for such other agreements, additions, changes, and modifications reflected in the CEO Agreement draft attached hereto as Exhibit “A.”

Motion carried.

Lauralyn Maranto reviewed proposed revisions to three policies in the Employee Policy and Procedure Manual. A motion was made by Scott Michelet, seconded by Mary Stein to adopt the following Resolution with an amendment to the Work Hours & Lunch Break policy regarding leaving at noon every other Friday.

**RESOLUTIONS OF THE PERSONNEL COMMITTEE OF THE BOARD OF DIRECTORS OF
VISIT BATON ROUGE CONCERNING APPROVAL OF AMENDMENTS TO THE VBR EMPLOYEE
POLICY & PROCEDURE MANUAL**

November 28, 2023

BE IT RESOLVED by the Personnel Committee of the Board of Directors (the “Committee”) of Visit Baton Rouge (“VBR”) that it recommends to the Board of Directors of VBR (the “Board”) that the current VBR Employee Policy and Procedure Manual (the “Manual”) be revised and amended effective this date as follows (additions to the text of each relevant policy are denoted with underlining, deletions with strikethroughs):

1. The section entitled “Sick Leave” be revised and amended as shown in Exhibit “A” hereto; and
2. That those portions of “Section 7 – Work Schedules and Leave” of the Manual entitled “Work Hours & Lunch Break” and “Remote Work” be revised and amended as shown in Exhibit “B” hereto.

BE IT FURTHER RESOLVED by the Committee that except that as set forth in items 1 and 2 of the previous resolution, the Manual shall remain un-amended and in full force and effect as previously adopted by the Board of Directors of VBR.

Motion carried.

The above Resolutions will be presented to the Board of Directors for approval at its board meeting on December 14, 2023.

There being no further business, the meeting adjourned.