



## **PUBLIC MEETING NOTICE**

The Executive Committee of The Bridge Center for Hope will hold an Executive Committee meeting as shown below:

DATE: November 17, 2020

TIME: 12:00 PM – 1:00 PM

LOCATION: Zoom Meeting

<https://us02web.zoom.us/j/82416251310?pwd=Z2lyTjFWMTNob2dlUVVnay9SWTFjQT09>

Meeting ID: 824 1625 1310

Passcode: 342933

Phone: 346-248-7799

**The public is invited to attend.**

Notice has been made of this meeting, through publication and via internet, to comply with the “Louisiana Open Meetings Law”.

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Charlotte Claiborne, Bridge Center for Hope  
Executive Director



EXECUTIVE COMMITTEE MEETING

November 17, 2020

12:00 PM – 1:00 PM

Zoom Meeting

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AGENDA

- |  |                     |
|--|---------------------|
| I. CALL MEETING TO ORDER   | Kathy Kliebert      |
| II. PUBLIC COMMENT ON AGENDA ITEMS   | Kathy Kliebert      |
| III. EXECUTIVE COMMITTEE   | Kathy Kliebert      |
| A. For Action: Approval of Minutes of the Executive Committee meeting held September 8, 2020 |                     |
| IV. NOMINATING COMMITTEE   | Murphy Paul         |
| A. For Discussion: Board of Directors Nominations  |                     |
| B. For Discussion: Officer Nominations   |                     |
| V. ACCOUNTABILITY AND QUALITY COMMITTEE  | Charlotte Claiborne |
| A. For Information: Update on Performance Metric Reports                                     |                     |
| VI. FINANCE COMMITTEE  | Charles Abboud      |
| A. For Discussion: Construction budget   |                     |
| B. For Discussion: End of year projections   |                     |
| C. For Information: 3 <sup>rd</sup> Quarter Summary  |                     |
| VII. COMMUNITY RELATIONS   | Charlotte Claiborne |
| A. For Information: Media Proposals  |                     |
| B. For Information: Website Proposals  |                     |
| C. For Discussion: Ribbon Cutting Ceremony   |                     |
| VIII. RI UPDATE  | Charlotte Claiborne |
| A. For Information: Update on Operations and Construction                                    |                     |
| IX. UNFINISHED BUSINESS  | Kathy Kliebert      |
| A. For Information: Annual Training  |                     |
| X. NEW BUSINESS  | Kathy Kliebert      |
| XI. ADJOURN  | Kathy Kliebert      |



APPROVED

## EXECUTIVE COMMITTEE MEETING

September 8, 2020

12:00 PM – 1:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/84304717293?pwd=MStSTFI2R0tWanIUMG1WMWtLTVlwdz09>

Meeting ID: 843 0471 7293

Passcode: 285627

Phone: 346-248-7799

### MINUTES

#### I. CALL MEETING TO ORDER

The meeting was called to order at 12:07 PM. Executive Committee members who participated were Kathy Kliebert, virtually Charles Abboud, Lauren Crump, and Lisa Jones as a proxy for Chief Murphy Paul.

Also participating was Charlotte Claiborne for the Bridge Center for Hope.

#### II. PUBLIC COMMENT ON AGENDA ITEMS

Ms. Kliebert asked if any member of the public would like to comment on the agenda. After hearing no request to comment, Ms. Kliebert proceeded to the agenda as written.

#### III. EXECUTIVE COMMITTEE

- A. For Action: Approval of Minutes of the Executive Committee meeting held July 14, 2020

Ms. Kliebert reviewed the minutes of the Executive Committee meeting held on July 14, 2020. **On a motion by Charles Abboud and a second by Lisa Jones, the Executive Committee unanimously approved the Executive Committee meeting's minutes on July 14, 2020.**

#### IV. NOMINATING COMMITTEE

- A. For Information: Slate of Directors

Ms. Claiborne reported that board terms were set to expire for some Officers and Directors, and board recommendations were needed to present to the Nominating Committee. After due discussion, Ms. Claiborne was advised to contact those Officers and Directors for reconsideration, post a board vacancy notice, and request recommendations from Directors.

## V. ACCOUNTABILITY AND QUALITY COMMITTEE

Ms. Claiborne reported that an Accountability and Quality Committee meeting was scheduled for September 10, 2020, to review the chief list of complaint report and RI's PMOR report for the Bridge Center's performance metric.

## VI. FINANCE COMMITTEE

Mr. Abboud reported that Bridge Center financials were on target, and Mike Singletary from Postlethwaite & Netterville would discuss the 2<sup>nd</sup> quarter financials at the September 15, 2020 Board of Directors meeting.

## VII. COMMUNITY RELATIONS

### A. For Information: Communications and Marketing Firm Selection

Ms. Claiborne reported that eight communication and marketing firms were contacted, and six responded to the proposal. Ms. Claiborne summarized each firm's proposal for the Executive Committee and noted that the Community Relations Committee was reviewing proposals for final recommendation.

## VIII. RI UPDATE

### A. For Information: Virtual Provider Meeting

Ms. Claiborne reported that the Bridge Center and RI would host a virtual provider meeting to introduce community partners to RI International, the program and services that the center will provide, discuss the referral process and field questions.

### B. For Information: Job Postings

Ms. Claiborne reported that RI had identified five key administrative finalists with offers to be extended based upon background checks and reference reviews. The remaining employment opportunities would be posted on both the Bridge Center's and RI's websites.

### C. For Information: Job Fair

Ms. Claiborne reported that RI would host a three-day job fair in the first week of October for all positions.

### D. For Information: Construction Update

Ms. Claiborne reported that the construction was progressing on-time, no damages were reported from the recent hurricane, and no delays have been identified.

## IX. UNFINISHED BUSINESS

### A. For Information: Annual Training

Ms. Claiborne reported that some directors had not completed the annual training, and reminders would be issued.

X. NEW BUSINESS

A. For Information: 2020 Board of Directors Annual Meeting

Ms. Claiborne reported that the scheduled November 17, 2020 Board of Directors meeting would serve as the Annual Board of Directors meeting required by Bridge Center bylaws.

Ms. Claiborne reported a first-look site tour would be scheduled on October 5, 2020, to host the Mayor's Office and Metro Council members.

Ms. Kliebert and Ms. Crump discussed procedures for entering into an executive session to discuss the executive director's annual performance review.

XI. ADJOURN

With no further business to conduct, and on a motion by Kathy Kliebert and a second by Lauren Crump, the meeting adjourned at 1:20 PM.

Minutes prepared by  
Charlotte Claiborne, Executive Director

**THE BRIDGE CENTER FOR HOPE, INC'S  
CERTIFICATION PURSUANT TO  
GUBERNATORIAL PROCLAMATION JBE 2020-30**

**WHEREAS**, on March 11, 2020, the Governor of the State of Louisiana declared a Public Health Emergency due to the threat posed to public safety by the COVID-19 outbreak;

**WHEREAS**, on March 16, 2020, the Governor issued Proclamation JBE 2020-30, entitled Additional Measures for COVID-19 Public Health Emergency;

**WHEREAS**, the purpose of Proclamation JBE 2020-30 was to provide, in part, for additional measures to help combat the spread of COVID-19;

**WHEREAS**, Section Four of Proclamation JBE 2020-30 authorized attendance at public meetings via teleconference or video conference during the pendency of the emergency;

**WHEREAS**, Section Four of Proclamation JBE 2020-30 further mandated that, before invoking the authority of Section Four, a public entity is required to certify that it would be unable to operate due to quorum requirements;

**WHEREAS**, The Bridge Center for Hope, Inc. needs to conduct essential business;

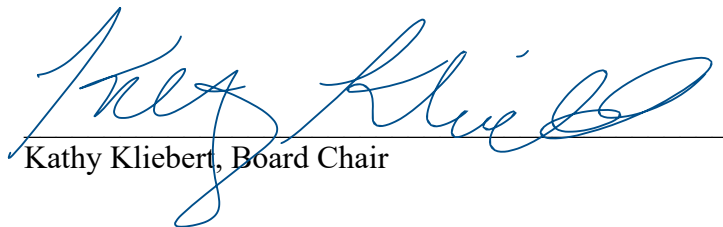
**WHEREAS**, due to health and safety concerns and in order to comply with COVID-19 restrictions, The Bridge Center for Hope, Inc. is unable to obtain a quorum of the members to attend an in-person meeting; and

**WHEREAS**, The Bridge Center for Hope, Inc., therefore, needs to implement the authorization in Section Four of Proclamation JBE 2020-30;

**NOW THEREFORE**, pursuant to the authority contained in Proclamation JBE 2020-30, the Executive Committee of the Bridge Center for Hope, Inc. hereby certifies on this 9<sup>th</sup> day of November 2020, that it is unable to obtain an in-person quorum for its meeting scheduled for November 17, due to the threat of COVID-19, and that, therefore, one or more of its members may participate in such meeting via teleconference or video conference. Additionally, all efforts will be made to provide for observation and input by members of the public. The meeting may be accessed at

<https://us02web.zoom.us/j/82416251310?pwd=Z2lyTjFWMTNob2dlUVVnay9SWTFjQT09;>

Meeting ID: 824 1625 1310; Passcode: 342933; Phone: 346-248-7799

  
Kathy Kliebert, Board Chair