

PROCEEDINGS OF A SPECIAL MEETING OF THE ECONOMIC DEVELOPMENT GRANTS COMMITTEE OF THE INDUSTRIAL DEVELOPMENT BOARD OF THE PARISH OF CADDO, INC., HELD BY VIDEO CONFERENCE AT 4:00 P.M. ON WEDNESDAY, JUNE 30, 2021.

The Economic Development Grants Committee (the "Committee") of the Industrial Development Board of the Parish of Caddo, Inc. (the "IDB"), met in special session on Wednesday, June 30, 2021, at four o'clock (4:00) pm by Zoom Videoconference, pursuant to the following written notice and certification, both of which had been duly posted at the front door of 505 Travis St., Shreveport, Louisiana 71101, more than 24 hours prior to the meeting, being the location of the offices of the Caddo Parish Commission and the principal office of the IDB, in the manner provided by the Open Meetings Law:

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**NOTICE OF SPECIAL MEETING**

**Meeting will be held via Zoom Videoconference:**

**<https://zoom.us/join>**

**Meeting ID: 842 6639 0804 Password: 380805**

**To join with only audio, dial:**

**(301) 715-8592 or (312) 626-6799**

**and enter the above Meeting ID and Password**

**NOTICE IS HEREBY GIVEN** that a special meeting of the Economic Development Grants Committee of the Industrial Development Board of the Parish of Caddo, Inc. (the "Committee"), will be held via Zoom Videoconference, on **WEDNESDAY, JUNE 30, 2021** at **FOUR O'CLOCK (4:00) P.M.**, for the following purposes, to-wit:

1. Roll Call and establishment of quorum.
2. Approval of Minutes from March 10, 2021 meeting.
3. Further discussion of options and recommendations to the full IDB relative to establishment of criteria for an economic development grant program.
4. Public Comments.
5. Other Business (R.S. 42:19, unanimous consent is required to amend agenda).
6. Adjournment.

This notice shall also serve as the meeting agenda. This will be an important meeting and all interested parties are urged to attend.

INDUSTRIAL DEVELOPMENT BOARD  
OF THE PARISH OF CADDO, INC.

June 29, 2021

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STATE OF LOUISIANA

PARISH OF CADDO

I, the undersigned Chairman of the Economic Development Grants Committee (the "Committee") of the Industrial Development Board of the Parish of Caddo, Inc. (the "IDB"), do hereby certify that the Committee will hold an essential organizational meeting at 4:00 p.m. on Wednesday, June 30, 2021 (or at such later time and place as may be determined by the undersigned if it is necessary to reschedule such meeting, and for which proper notice shall be given pursuant to the Public Meetings Law), and that such meeting shall be held by video teleconference rather than in-person. A quorum of the members of the Committee, which is required in order for the Committee to take official action, would not be possible in light of the current health emergency as declared by Proclamation No. 118 JBE 2021 issued on June 22, 2021 by Governor John Bel Edwards. Matters to be discussed at the meeting are limited to those that are critical or time-sensitive and that in the determination of the undersigned should not be delayed; however, such matters shall not be considered at the meeting unless the members of the Committee present at the meeting approve the consideration of the matters by a two-thirds vote.

IN FAITH WHEREOF, witness my official signature on this the 29th day of June, 2021.

/s/ William Bradford  
William Bradford, Chair

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In addition, the aforesaid Notice of Special Meeting and certification had been emailed to a list of local media outlets furnished by the Caddo Parish Commission Clerk as follows:

<b>From:</b>	David M. Wolf
<b>Sent:</b>	Tuesday, June 29, 2021 10:47 AM
<b>To:</b>	brittani@sbmag.net; caddocitizen@centurytel.net; chris@heliopolis.la; community@ktbs.com; DAustinBay@gannett.com; devin@sbmag.net; erin.mccarty@townsquaremedia.com; jruben@ksla.com; jelkins@ktbs.com; editor@theforumnews.com; john@jesettle.com; kgrindley@caddo.org; ksla@ksla.com; liz@theinquisitor.com; mmurff@ktalnews.tv; news@710keel.com; news@ktalnews.tv; newstips@kmsstv.com; nina.montgomery@cumulus.com; photolouisiana@gmail.com; pressreleases@ktbs.com; qeradio@aol.com; rrrnewsroom@lsus.edu; sferrell@gannett.com; mstanley@ksla.com; sunweekly@aol.com; news@shreveporttimes.com; tompacer@comcast.net
<b>Cc:</b>	Henry Bernstein; Jeff Everson
<b>Subject:</b>	Special Meeting Notice for Committee of Caddo Parish IDB
<b>Attachments:</b>	Notice for 6-30-21 Committee Meeting.pdf

Please see the attached notice of Special Meeting for the next meeting of the Economic Development Committee of the Industrial Development Board of the Parish of Caddo, Inc., being held tomorrow, Wednesday, June 30, at 4:00 pm via Zoom Teleconference.

Instructions to join the meeting, proposed agenda and meeting guidelines are attached to this email.

Please contact me if you have any questions.

There were present: William C. Bradford (joined meeting at 4:18 pm)  
LaSonya Moore  
Marvin Muhammad  
Brad Schmidt  
Zazell Dudley

There were absent: None

Also present were: David M. Wolf, Adams and Reese, LLP  
Henry Bernstein, Assistant Caddo Parish Attorney

### Agenda Item 1 - ROLL CALL AND ESTABLISHMENT OF QUORUM

In the absence of Chairman William Bradford Committee member Zazell Dudley acted as chair for purposes of calling the meeting to order and for the establishment of a quorum of four members consisting of Ms. Moore, Ms. Dudley, Mr. Muhammad and Mr. Schmidt. Immediately after the establishment of a quorum, Mr. Bradford joined the meeting and assumed the gavel.

### Agenda Item 2 - APPROVAL OF MINUTES

The minutes from the March 10, 2021, organizational meeting of the Committee had previously been circulated to all members by Mr. Wolf, and a motion was made by Ms. Dudley, seconded by Mr. Schmidt, and unanimously approved, to approve and accept such minutes as presented.

### Agenda Item 3 - DISCUSSION OF ECONOMIC DEVELOPMENT GRANT PROGRAM

Mr. Bradford opened the floor for more discussion on the proposed economic development grants program, reviewed some of the ideas that had been previously discussed and began to discuss some of the additional directions for the Committee to consider.

First, Mr. Bradford discussed the use of makerspaces<sup>1</sup>, and mentioned Demetrius Norman, of NWLA Makerspace, which is looking for additional space to grow the MWLA Makerspace. Mr. Bradford has visited the current space, which is too small, and mentioned that Mr. Norman would be seeking incentives from various public bodies, and could be an example of a worthy grant recipient.

Mr. Bradford recognized Mr. Schmidt, who stated that he liked the idea of supporting makerspaces, and also suggested that the IDB should consider joining NLEP as a supporting member, and consider joining other organizations that support the IDB's mission, in addition to supporting individual projects.

Mr. Muhammad asked whether the committee should select potential recipients on its own initiative, or rather solicit proposals from community members who were interested in receiving

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<sup>1</sup> As background, makespaces are collaborative work spaces inside a school, library or separate public/private facility for making, learning, exploring and sharing that use various types of tools. These spaces can help prepare those who need the critical 21st century skills in the fields of science, technology, engineering and math (STEM), as well as fostering entrepreneurship. Makerspaces can also be utilized as incubators and accelerators for business startups.

grant funds. Mr. Bradford stated that he was more in favor of the IDB putting grant criteria out into the community and getting applications, as compared to the IDB being more proactive in seeking out recipients.

Mr. Muhammad mentioned that he had already spoken with some possible participants in the grant program, and mentioned some of them. First was a collaboration with the City of Shreveport, Southern University and the Shreveport-Bossier African American Chamber of Commerce ("SBAACC") that involves some space in the MLK community to facilitate an automotive service incubator that would be seeking funding from several sources. Another venture involves the SBAACC in a project that aims to help build capacity and recruit small minority-owned businesses throughout Caddo Parish. A third initiative involves Strategic Action Council of Northwest Louisiana ("SAC"), through its Executive Director Taylor B. Jamison. SAC wishes to continue helping minority companies build capacity, especially those that have already attained contracts to work with Amazon.

Mr. Bradford volunteered to draft a request for proposals to be circulated by counsel and the committee, and to compile a list of organizations that the IDB would advertise the grant opportunities to. Mr. Muhammad asked what the timeframe for responses would be, and Mr. Bradford stated that the IDB would have to give respondents a 60-day response period, so with responses under review by October a realistic timeline would be to be for the IDB to be ready to deploy funding around January, 2022.

Ms. Moore asked for a clarification of how much money was available for the grant program in 2021, and Mr. Wolf reviewed the adopted 2021 budget numbers again, including a projection that the net profit for the 2021 fiscal year could be as much as about \$470,000, without even even taking into account the IDB's fund balance.

Mr. Bernstein, in response to a question from Mr. Schmidt, reminded the Committee that grant recipients would have to report back about their use of the funds, and would have to meet the usual government non-discrimination rules that private businesses have to follow whenever they receive public funds, as well as retaining records, agreeing to have the use of the grant money audited, etc.

Ms. Moore suggested that the requests for grant proposals be publicized widely by advertisement and notification of media outlets so that there is the broadest possible dissemination the program.

Mr. Wolf asked Mr. Bernstein if the Caddo Parish Commission had any administrative infrastructure that could handle contract compliance and monitoring without the IDB having to perform those functions itself or hire outside consultants to do so. Mr. Bernstein replied that the Commission didn't have an active monitoring system in place, but instead relied on contractual provisions in the actual grant documents.

Mr. Bradford reiterated that he would undertake to prepare a draft RFP to circulate for comments from the Committee members, before being ready to report back to the full IDB, and asked Mr. Bernstein to furnish him with any examples that the Commission might have of similar RFPs for other civic engagement programs.

Agenda Items 4 & 5 - PUBLIC COMMENT/OTHER BUSINESS

Ms. Dudley raised the question of electing a Co-Chair for the Committee to serve in the absence of the Chairman. After discussion, it was moved by Mr. Schmidt, seconded by Ms. Moore to amend the meeting agenda to consider the election of a Committee Co-Chair, which motion was unanimously approved. Thereupon it was moved by Mr. Muhammad, seconded by Mr. Schmidt, to nominate LaSonya Moore as the Committee Co-Chair. There being no further nominations or discussion, the motion to election LaSonya Moore as Committee Co-Chair was approved unanimously.

Agenda Item 6 - ADJOURNMENT

There being no public comment or other further business to come before the Committee, it was moved by Mr. Brad Schmidt, seconded by Mr. Marvin Muhammad, and approved without objection that the meeting be adjourned.

(Adjournment at approximately 4:55 p.m)

Draft Minutes of 6-30-21 Meeting