



Louisiana Trucking Research and Education Council

JOINT MEETING NOTICE
LOUISIANA TRUCKING RESEARCH AND EDUCATION COUNCIL,
LMTA FOUNDATION, AND
LMTA EXECUTIVE COMMITTEE
10:00 AM

Tuesday, October 6, 2020

Meeting Location:

Breazeale, Sasche & Wilson
24th Floor Boardroom
One American Place
301 Main Street
Baton Rouge, LA 70801

Teleconference:

225-244-6266
PIN: 4838

Agenda

1. Call to Order
2. Roll Call (In-Person and by Tele-Conference)
3. Review of Minutes of July 14, 2020 Meeting
 - a. motion started by Doug Williams
 - b. Seconded by G. Guillot and Kary
 - c. All approve; accepted
4. Discussion/Approval of an Accounting firm for the Foundation and LaTREC
 - a. Intro by M. Beck for J. Klibert with Faulk and Winkler, confirmed by G. Guillot and legislative auditor
 - b. D. Williams presents
 - i. Questions- none
 - c. P. Hays agrees, first motion
 - d. Second motion- J. McAllister
 - i. G. Gobert- Hourly rate?
 - ii. J. Kilbert- Varys based on staff
 1. Vote: No opposed. Passes and firm hired
5. Discussion of insurance coverage/ risk exposures for the LMTA Foundation and LaTREC
 - a. Directors & Officers coverage:



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- i. M. Beck presenting
- ii. C. McNeely: given insurance coverage quotes- not implemented
- iii. D. Myers GSIA Proposals: Two separate policies
- iv. Questions: G. Guillot- why aren't we covered as a government agency?
 1. M. Beck- Research shows that we aren't covered after insurance
 2. D. Myers- Public officials' coverage
 3. D. Williams agrees with coverage. All members on the council are under ethics laws
 - a. Employees contracted: D. Williams- Separate LMTA DNO policy
- i) Questions: Will staff be protected under policy? Extend policy? (not included in proposal)
 - (1) G. Guillot, M. Beck, D. Williams: All agree to have coverage (we did not have coverage currently)
- ii) G. Guillot explains to those on the phone
- iii) Questions- B. Busada asks about cyber liability built in
 - (a) D. Myers answers that we don't need it since we have CPA
- iv) D. Myers- Is Foundation able to pay for both policies?
 - (1) D. William- Yes
- v) K. Bryce- Calander year? When will it start?
 - (1) D. Myers- Today since it is proposed today
- b) E. Vliet to accept
- c) G. Gobert seconds
 - i) P. Hays: Council or Foundation approval?
 - ii) D. Williams- approving the expenditure
- d) Amendment for \$5,000 to purchase coverage for Foundation and Council
 - i) Second: J. McAllister
- e) All vote to approve
6. Discussion and approval of certain overhead expenses for the Foundation and LaTREC;
7. (In addition) Establishment of expense approval processes for the Foundation and LaTREC
 - a. Leasing LMTA office space
 - b. Reimbursement rate of \$150 an hour for staff and Executive Director time
 - c. Process for invoicing?
 - i. Current process: made out to foundation, sent to CPA; CPA seeks approval from Foundation
 - ii. Question: CPA- threshold for expenditures?



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1. G. Guillot- We're dealing with a lot of money. Don't want to overload Mike and Tom
 - i) Question: Will the Executive Director of LMTA be the signer?
 - (1) D. Williams- No
 - ii) E. Vliet wants to keep invoicing for Foundation separate
 - (1) G. Guillot- Executive Director approves and sends to CPA for second approval
 - (2) J. Austin- How would we set the process up?
 - (3) J. Klibert- Executive Director decides what needs to be purchased, sends invoice to CPA to have sign check, Mike and Tom approve check. All transactions are monitored by the board monthly
 - (4) J. Austin- Has invoice, what would be the process of getting it approved?
 - (5) J. Klibert- Goes to CPA to be scanned and get electric signature, approval from Mike and Tom
 - iii) Mail directly to CPA
 - (1) Question: J. Austin- How do we know what's approved?
 - (a) G. Guillot- CPA staff will be here
 - (2) Question: P. Hays- So everyone on the Council will get an email?
 - (a) D. Williams- Yes
- 8) Review of LMTA expense reimbursement schedule
 - a. G. Guillot has corrected invoices
 - b. Invoices
 - i. \$26,000 attorney
 - ii. \$6,900 C. Neely's time for 2020
 - iii. \$4,912 LMTA time and money spent on meetings
 - iv. \$39,282.62 total amount owed to LMTA
 - c. G. Guillot: motion to approve
 - i. B. Brusard motions approval
 - ii. D. William and P. Hays second motion
- 9) Review of estimated funding
 - a. Projects: Staff independent projects
 - i. G. Guillot- suggests a driver training website
 - ii. A. Strahan- Gets information from ATA, needs approval to purchase software
 1. Question: How much would this cost?
 - a. A. Strahan- Not sure
 2. Question: T. Howard- Why go through the department of education? Who is this training for?



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- a. G. Guillot- Wants to educate new drivers, current drivers, advanced training for CDL and career opportunities
 3. B. Busada agrees to help A. Strahan if she needs it
 4. Question: G. Guillot- What would be the cost of the software?
 - a. A. Strahan- will research how much
 5. C. Frisard- \$10,000 is too much money to make a simple website
 6. A. Strahan- We need something better to make a professional website
 7. Motion: D. Williams for \$10,000 budget on making the website
 8. Second: G. Gobert
 9. All vote to agree
 - a. Question: B. Busada- Going to contact motor vehicles to help A. Strahan
 - b. All agree
- 10) Establishment and prioritizing of programs and budget
- a. Community College (Transportation and Logistics:
 - i. T. Howard presenting
 - ii. Spending extra \$35 on a certified logistic associate and technician for training
 - b. C. Frisard presents his transportation training program
 - c. Baton Rouge Touch a Truck:
 - i. Asked us to sponsor
 - ii. Questions: G. Guillot- Do we only want to sponsor Baton Rouge?
 1. G. Gobert- We are state-wide so we can't only support Baton Rouge
 - iii. G. Guillot- This is the Executive Director's job to coordinate
 - iv. Motion: P. Hays
 - v. Second: J. McAllister
 - d. K. Brass- CDL drivers needed in district 58
 - e. Advertising programs
 - i. D. Nelson- put off advertising until January 2021
 - ii. Question: G. Guillot- Do we make this an Executive Directors job?
 1. T. Ruple- agree
 2. D. Williams- Executive Director officer letter going out
 3. G. Gobert- consider ad agency
 4. G. Guillot agrees
 - iii. T. Howard- proposal



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1. M. Beck- What would be the cost?
 2. T. Howard- No
 - iv. G. Guillot: wants everything coordinated together
- 11) Foundation / Council open discussion
- a. None
- 12) Old Business;
- 13) (In addition) New Business
- a. D. Williams: ethics and lawyer
 - i. Wants body to ask for lobbying question
 - b. Motion- J. Austin
 - c. Second- T. Oneal
 - i. Doug: will write letter to ethics on behalf of council
 - d. All vote to agree
 - e. G. Guillot: chairman, wants to step down
 - f. P. Hays- Co-chair differed
 - g. J. Austin- Chairman
 - i. Motion: B. Busada
 - ii. Second: D. Williams
 - iii. Secretary treasure
 1. Motion: P. Hays
 2. Second: B. Busara
- 14) Public Comments
- a. None
- 15) Adjourn
- a. Motion: P. Hays
 - b. Second: D. Williams