

CALLED BOARD MEETING MINUTES
HAMILTON ECONOMIC DEVELOPMENT CORPORATION
CITY OF HAMILTON, TEXAS
September 12, 2023
HAMILTON ECONOMIC DEVELOPMENT CORPORATION OFFICE
108 NORTH BELL STREET
HAMILTON, TEXAS 76531
AT 5:30 P.M.

The Economic Development Corporation Board for the city of Hamilton, Texas, convened for a called board meeting on September 12, 2023, with President Jared Cook presiding.

HEDC Board Members Present:

Heather August - Secretary
Richard Buchanan
Jared Cook - President
Clint Cooper
Brian Haile

HEDC Board Members Absent:

Jeff Ensor – Vice President

Others Present:

Jamie L. LaDuke – Executive Director, EDC

CALLED BOARD MEETING

President Jared Cook called the meeting to order at 5:30 p.m.

There were no public comments.

President Jared Cook provided an overview of conversations he has had with community members the last few weeks. Jared is recommending the EDC Board take a more hands-on approach to managing the EDC/Main Street Office, to ensure accountability and transparency. Board Member Clint Cooper agreed, he stated that he felt as if Jamie and Kayla had not been provided with much direction. President Jared Cook stated that he has asked Jamie and Kayla to provide weekly reports, as a high-level overview, to improve communication. The reports will allow the Board to know what is transpiring if members of the community are to ask. President Jared Cook stated that he intends to improve communication and keep items for Board approval very black and white, meaning facts and legalities. President Jared Cook also recommend an annual review process for Jamie, so that she has clear goals, objectives and expectations going forward. Board member Clint Cooper recommended that the Board provide a job description, handbook, and organizational chart for documentation purposes. Executive Director Jamie LaDuke stated that she will work Hyde Kelley LLP to have these documents prepared for board review in the next few weeks. Board Member Heather August recommended that the Board take some time to update the Strategic Plan as well. Other Board members agreed and asked for the Strategic Plan to be reviewed at that next meeting.

Board member Clint Cooper made a motion at 5:39 p.m. to ratify the President's action to employ Jamie LaDuke as the Executive Director of the Corporation effective September 1, 2023. Board member Brian Haile seconded the motion and with a unanimous vote, the motion passed.

The Board discussed the next steps regarding payroll solutions. Executive Director Jamie LaDuke stated that she will reach out to Michele Cathey again, to see if she has any recommendations. The board would like to make these transitions quickly, so that Jamie continues to receive pay. In addition, the board would like to take the necessary steps to insulate the Main Street Program as well, to include the Main Street Manager position. This should be a seamless transition because the city of Hamilton will no longer contribute \$30,000 to the Main Street Manager's salary as of October 1, 2023. Executive Director Jamie LaDuke stated that she was working with Hyde Kelley LLP, they will be providing a resolution that can be taken to City Council next month, to request the same benefits and retirement, fully funded by the EDC budget.

Board member Brian Haile made a motion at 5:49 p.m. to direct staff to seek city council approval for the extension of all city employee benefits to corporation employees, at the corporation's expense effective September 1, 2023. Board member Richard Buchanan seconded the motion and with a unanimous vote, the motion passed.

The meeting was adjourned at 5:52 p.m.

Meeting minutes completed by: Jamie L. LaDuke, Executive Director

PASSED AND APPROVED this 26 day of September, 2023.



Jared Cook, President