

# ORIGINAL

## **An Agreement between St. John the Baptist Parish Council and LTB and Associates, LLC**

This Agreement is made and entered into by and between **St. John the Baptist Parish Council and LTB and Associates LLC** hereafter referred to as LTB, effective as of 2-15-2008.

### **Minority Community Relations Service Contract**

\$2,000/month

This contract will serve to assist the Public Affairs/Information Officer in community outreach efforts.

LTB shall assist the Public Information/Affairs Officer in communicating with the minority community by assisting in setting up public forums, serving as a voice for the community, keeping the administration abreast of current and upcoming issues in the community.

LTB shall attend events in the minority community with the Administration and Public Information Officer.

LTB shall serve as liaison between Administration and minority community.

LTB shall report monthly on activities occurring in the community and address ways the Administration can participate / enhance the project.

LTB shall assist the Administration on securing grants of particular interest to the minority community such as: small business development, faith based outreach, recreation, neighborhood development and report monthly on findings and results.

LTB shall assist in preparing Press Releases related to the minority community. This may include helping research information for the Office of Public Information.

LTB shall assist the Department of Health and Human Services in fostering and growing the programs and services offered by that department.

When applicable, a current St. John the Baptist Parish Occupational License is to be maintained during the duration of this contract. Yearly, a copy of such license shall be provided to the Director of Purchasing

**All agreements and stipulations herein may be terminated by Parish upon Parish providing Supplier thirty (30) days written notice of intent to terminate.**

This agreement is entered and agreed upon this day between:

Bill Hubbard Date: 2-18-08

**Bill Hubbard, President - St. John the Baptist Parish**

[Signature] Witness

[Signature] Date: 2-18-08  
**Lyncall Bering, President - LTB and Associates, LLC**

[Signature] Witness