



ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: MAY 21, 2025

TO: MS. SAMANTHA DE CASTRO
DEPUTY CHIEF ADMINISTRATIVE OFFICER

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: COOPERATIVE ENDEAVOR AGREEMENT
LOUISIANA DEPARTMENT OF VETERANS AFFAIRS

On April 21, 2025, the St. Charles Parish Council adopted Ordinance No. 25-4-3 approving and authorizing the execution of a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of office space located in the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA.

A copy of the ordinance is enclosed for your records. Please update in your records and/or software as desired. The agreement was fully executed through Administration's DocuSign software and should be available via DocuSign.

MI/ag

Enclosure

cc: ¹Parish Council
Mr. Grant Dussom w/enclosure
Mr. Corey Oubre w/enclosure
LA Department of Veterans Affairs w/enclosure

¹ Council Dept. retained 1 DocuSign copy for file

2025-0094

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT

ORDINANCE NO. 25-4-3

An ordinance to approve and authorize the execution of a Cooperative Endeavor Agreement with the Louisiana Department of Veterans Affairs and St. Charles Parish for the provision of office space located in the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA.

WHEREAS, La. R.S. 29:260-262 provides that the Louisiana Department of Veterans Affairs (LDVA) shall not contribute more than 75% for the operation and maintenance of Veterans Affairs Offices; that Police Juries and Municipal Governing Authorities may make appropriations out of funds for the purpose of providing or assisting in providing for the maintenance and operations of Veterans Services Offices established by the LDVA; that Police Juries and Municipal Governing Authorities shall provide space for the operations of Veterans' Service Offices established by the LDVA pursuant to law; and,

WHEREAS, St. Charles Parish will provide office space for the Veterans' Service Office which offers a safe location for LDVA employees and clients; and,

WHEREAS, St. Charles Parish desires to continue to support local veterans and improve their access to benefits by providing for both, the cost to maintain and operate a Veterans' Service Office.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Cooperative Endeavor Agreement between St. Charles Parish and Louisiana Department of Veterans Affairs for the provision of services is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Cooperative Endeavor Agreement on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, O'DANIELS,
FISHER, DEBRULER

NAYS: NONE

ABSENT: COMARDELLE

And the ordinance was declared adopted this 21st day of April, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:

SECRETARY:

DLVD/PARISH PRESIDENT:

APPROVED:

DISAPPROVED:

PARISH PRESIDENT:

RETD/SECRETARY:

AT: 9:50am RECD BY:



COOPERATIVE ENDEAVOR AGREEMENT

BETWEEN

ST. CHARLES PARISH COUNCIL

AND

LOUISIANA DEPARTMENT OF VETERANS AFFAIRS

THIS COOPERATIVE AGREEMENT is made and entered into on 5/17/2025 by and between St. Charles Parish Council, hereafter referred to as Parish/Municipality, a political subdivision of the State of Louisiana represented by Matthew Jewell, President, and the Louisiana Department of Veterans Affairs (hereafter referred to as LDVA), a state agency within the Executive Branch of the State of Louisiana represented by its Secretary, Charlton Meginley.

ARTICLE I

WHEREAS, Louisiana Revised Statutes, including but not limited to La R.S. 29:260-262, as amended and reenacted, specifically provide enabling legislation for LDVA to estimate and recover part of the operations cost of parish Veterans' Service Offices. Specifically, La. R.S. 29:260-262 provides that LDVA shall not contribute more than seventy-five percent (75%) for the operation and maintenance of such parish Veterans' Service Offices; that police juries and municipal governing authorities may make appropriations out of funds for the purpose of providing or assisting in providing for the maintenance and operation of Veterans' Service Offices established by LDVA; that police juries and municipal governing authorities shall provide office space for the operation of Veterans' Service Offices established by LDVA pursuant to law; and the cost of providing such office space shall not be considered as any payment or contribution required toward the expense of operation and maintenance of such Veterans' Service Office space.

ARTICLE II

WHEREAS, Parish/Municipality desires to support local veterans and improve their access to benefits and services by providing for both the cost to maintain and operate Veterans' Service Offices and space to house such service offices as provided by law.

ARTICLE III

WHEREAS, LDVA, whose physical office is located at 602 N. Fifth Street, Baton Rouge, Louisiana, 70802, and whose official mailing address is P.O. Box 94095 Capitol Station, Baton Rouge, Louisiana, 70804-9095, received funds in Fiscal Year 2025 to provide such services to veterans in Parish/Municipality.

ARTICLE IV

WHEREAS, both LDVA and Parish/Municipality desire to memorialize their respective fiscal, operational, and maintenance obligations relative to the establishment of a Veterans' Service Office in Parish/Municipality,

NOW THEREFORE, LDVA and Parish/Municipality, each having authority to do so, agree as follows:

I. OBLIGATIONS OF THE PARTIES.

A. Obligations of LDVA

1. LDVA shall provide information to veterans residing in or near Parish/Municipality and their dependents through various outlets including but not limited to the news media, internet, reading materials, and personal consultation about benefits to which they are entitled, including medical services, compensation and pension programs, education, home loan guarantees, employment, benefits for patients in a nursing home, insurance benefits, referrals to housing and mental health providers, and last interment benefits.
2. LDVA shall provide a highly trained Veterans Assistance Counselor at said service office.
3. LDVA shall make every reasonable effort to ensure that the designated Veterans' Service Office is staffed two (2) days per week on the following days, to wit: Tuesday and Friday, excluding applicable holidays, training periods, inclement weather closures, etc. LDVA will endeavor to update the parish or municipality of any office closure that may occur, should the need arise. However, in the event of staffing issues, LDVA may perform their duties remotely via virtual means as determined by LDVA needs.
4. LDVA shall designate a contract monitor to ensure that the parties meet their obligations described herein and identify said person, along with their mailing address, email address, and phone number to Parish/Municipality.

B. Obligations of Parish/Municipality

1. Parish/Municipality shall provide office space for the Veterans' Service Office that offers a safe location for LDVA employees and clients, space for private client interviews, secure storage of client files, and accessibility for disabled visitors. Said space shall be located at 15045 River Road, Hahnville, LA 70057.
2. Parish/Municipality shall provide for all utilities and Internet expenses, as well as 26.48% of phone service costs, as part of its obligation to provide space for the Veterans' Service Office.
3. Parish/Municipality shall provide funding to LDVA in the amount described herein to support the cost to operate and maintain the Veterans' Service Office.

II. FUNDING AND REPORTING

A. Compensation and Disbursement

1. Parish/Municipality shall contribute to the support of the Veterans' Service Office by paying LDVA a total of \$3,595.00 in minimum monthly payments of \$300.00.
2. Parish/Municipality shall make payments by check or electronic means only, payable to LDVA. Prior to making the first payment, Parish/Municipality shall select its preferred method and communicate the choice to LDVA.

B. Reporting

1. Upon request, LDVA shall provide an operations report on the number of veteran contacts and claims processed that period.
2. LDVA shall also include within that report any additional information that might assist in communicating and demonstrating the positive impact to the community of the services provided by LDVA.

C. Invoicing

1. LDVA shall submit to Parish/Municipality an invoice for the payment described herein on a quarterly basis.
2. Parish/Municipality may pay monthly, and shall pay LDVA the full sum of the invoiced amount no later than 30 days after receipt of this invoice.

III. TERM

- A. This Cooperative Endeavor Agreement shall be in effect from January 1, 2025, to December 31, 2025.

IV. TERMINATION

- A. Parish/Municipality may terminate this Agreement at any time during the term of the Agreement by giving the Contractor written notice of its intention to terminate at least thirty (30) days before the intended date of termination. The Parish/Municipality must provide the reason for termination and reason why it cannot comply with the Louisiana Revised Statutes referenced above. Upon termination by the Parish/Municipality or the failure of Parish/Municipality to meet its obligations defined herein, LDVA may close the Veterans Service Office operated in Parish/Municipality.

V. CONTROLLING LAW

- A. The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana.

VI. LEGAL COMPLIANCE

- A. LDVA and Parish/Municipality shall comply with all federal, state, and local laws and regulations, including, specifically, but without limitation, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*), in carrying out the provisions of this Agreement.

VII. PUBLIC LIABILITY/INDEMNIFICATION

- A. LDVA will indemnify, defend, and hold harmless Parish, including Parish's employees and agents, from and against any and all claims or liabilities arising from the fault of LDVA, its employees, or agents in carrying out LDVA'S duties and obligations under the terms of this agreement. The Parish will indemnify, defend, and hold harmless LDVA, including LDVA'S employees, delegates, agents, and representatives from and against any and all claims or liabilities arising from the fault of Parish, its employees, or agents in carrying out the Parish's duties and obligations under the terms of this agreement. This section will survive the termination of this agreement. In the event that either party takes any action to enforce this mutual indemnity provision, the prevailing party shall be entitled to recover reasonable attorney's fees and costs arising as a result thereof.

- B. Nothing herein is intended, nor shall be deemed to create a third-party beneficiary to or for any obligation by any party hereto or to authorize any third person to have any action against any party hereto arising out of this Agreement.
- C. LDVA is responsible for any and all insurance or other liability requirements related to the operations or activities associated with this agreement. LDVA will ensure that it has insurance coverage for any general liability claims occurring at the premise provided by the Parish as well as insurance coverage for any LDVA contents located at the premise provided by the Parish. In addition, LDVA agrees that all insurance policies required by the agreement will be primary, will include a waiver of subrogation in favor of the Parish as to workers' compensation claims, and will identify the Parish as an additional insured.

VIII. SEVERABILITY

- A. If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstance shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition, or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent of the law.

IX. NOTICES

- A. Legal notices to the parties shall be mailed to the following persons and addresses via certified United States mail, to wit:

1. LDVA:
Charlton J. Meginley
SECRETARY
Louisiana Department of Veterans Affairs
P. O. Box 94095, Capitol Station
Baton Rouge, Louisiana 70804-9095
2. ST. CHARLES PARISH COUNCIL:
Matthew Jewell
PRESIDENT
P.O. Box 302
Hahnville, LA 70057

IN WITNESS WHEREOF, the parties have executed this Cooperative Endeavor Agreement on the day, month, and year first written above.

SIGNATURES:

ST. CHARLES PARISH COUNCIL

BY: _____

Matthew Jewell

BSAABEC5F77E403...

MATTHEW JEWELL, PRESIDENT

Witnessed by: _____

Kacy Monfrey

EAB7B274FC894A7...

(Signature)

Kacy Monfrey

(Printed Name)

Signed by:

Samantha de Castro

79FB07AC223E44F...

(Signature)

Samantha de Castro

(Printed Name)

LA DEPARTMENT OF VETERANS AFFAIRS

BY: _____

Charlton Meginley

B6B5A8C0F63344B...

CHARLTON J. MEGINLEY, SECRETARY

Witnessed by: _____

Dustin Guy

569A6DAF9C834E9...

(Signature)

Dustin Guy

(Printed Name)

Signed by:

Jerome Buller

5A72BE2EF97B4BC...

(Signature)

Jerome Buller

(Printed Name)



St. Charles Parish Council Cooperative Agreement Summary 2025

	Total Parish Expenses	Parish Contribution (26.48%)
Salaries & Benefits:	\$5,680	\$1,504
Travel	\$1,031	\$273
Supplies	\$453	\$120
Postage, Equip. Maintenance	\$231	\$61
Telephone & Internet	\$670	\$178
Professional Services	\$321	\$85
Acquisitions	\$712	\$189
OTS Migration	\$1,189	\$315
Subtotal:	\$10,288	\$2,724
*Administration Expense		\$871
Total:		\$3,595

*Share of costs related to human resources, accounting, payment processing, etc. (2.5% of total state expenses)

Economic Impact of St Charles Parish Veterans' Service Office:

\$17,515,000 in Compensation and Pension benefits for a veteran population of
2,556.

(According to US Department of Veterans Affairs FY23 Summary of Expenditures)