



# Parish of Jefferson

## *Investment Manager Statement of Qualifications*

*August 19, 2022*



## Section 1

- Criteria for Selection Response
  - GIPS Compliance Certification
- PSN “Top Gun Manager of the Decade” Award
  - ADV Part II A and B
- Errors and Omissions and Cyber Security Insurance Coverage



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**SOQ-22-041 Investment Manager for the Parish of Jefferson**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

28-Jul-2022 02:04:05 PM



SOQ No. 22-041

Investment Manager for the Parish of Jefferson.

Submission Deadline: August 19, 2022 at 3:30 PM

**ATTENTION VENDORS!!!**

Please review all pages and respond accordingly, complying with all provisions in the public notice and Jefferson Parish Code of Ordinances Section 2-926 et seq. All submissions must be received on the Purchasing Department's e-Procurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the SOQ submission deadline date and time. Late submissions will not be accepted.

Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
[Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
504-364-2684



**PUBLIC NOTICE  
SOQ 22-041**

**Investment Manager for the Parish of Jefferson**

The Parish of Jefferson, authorized by **Resolution No. 139969**, is hereby soliciting Statements of Qualifications from firms/individuals interested in serving as Investment Manager for the Parish by actively trading the portfolio managed within the Parish's Investment Policy guidelines and according to state law. (Parish Wide)

**Deadline for Submissions: 3:30 p.m., August 19, 2022**

The Parishwide funds include approximately 6 accounts which are to be managed and reported on separately. The allocation of these funds will consist of approximately 220 Treasury and Agency securities, 840 Municipal bonds (both taxable and tax exempt), and 3 Corporate Bonds. The investment services will include liquidity management of operating funds requiring daily interaction with the Parish. The Investment Manager will be responsible for maintaining compliance with state law as well as the internal investment guidelines and various bond indenture covenants of the Parish and its related entities.

Minimum Qualifications: Respondents must provide verification that they are a Securities and Exchange (SEC) Registered Investment Advisor. Respondent shall have at least one (1) firm representative who has at least five (5) years' experience as a Registered Investment Management Advisor.

The following criteria shall be used to evaluate the statements of the firms submitting:

- A. Respondent's understanding of Jefferson Parish's overall investment program and the investment objectives and constraints unique to Jefferson Parish. 35 points
- B. Professional training and experience of the firm/individuals assigned to this project and their past experience as investment managers of public funds for public agencies. 30 points
- C. Respondents provide evidence of errors and omissions insurance in effect at the time of submission and adequate financial resources to fund potential obligations resulting from malfeasance, inappropriate conduct and negligence. 10 points
- D. Respondents provide a suggested fee schedule relative to services. This will be used for negotiation purposes. 25 points

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a General Professional Services Questionnaire and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All individuals must submit a Statement of Qualifications (Jefferson Parish General Professional Services Questionnaire) by clicking on "Business with the Parish" under Business Services, and then clicking on "General Professional Services Questionnaire". Submissions are to be submitted on the eProcurement site at [www.jeffparishbids.net](http://www.jeffparishbids.net) no later than 3:30 P.M. on August 19, 2022.

These submissions will only be accepted electronically via the Parish's e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either [www.centrauctionhouse.com](http://www.centrauctionhouse.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). All vendors will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: [www.centrauction.house.com/registration](http://www.centrauction.house.com/registration).

No statements will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications (Jefferson Parish Professional Services Questionnaire) but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24<sup>th</sup> Judicial Court.

**ADV: The New Orleans Advocate: July 20 and 27, 2022.**

**Orleans Capital Management**  
**Response to SOQ 22-041**  
**For**  
**Investment Manager for the Parish of Jefferson**

**Minimum Qualifications**

Respondents must provide verification that they are a Securities and Exchange (SEC) Registered Investment Advisor. Respondent shall have at least one (1) firm representative who has at least five (5) year's experience as a Registered Investment Management Advisor.

**Orleans Capital Management is a Securities and Exchange (SEC) Registered Investment Advisor. Our SEC File # is 801-39597. We have also included a copy of our ADV-Part II A and B under Section 1.**

**Orleans Capital does have at least one (1) firm representative who has at least five (5) years' experience as a Registered Investment Management Advisor.**

**Criteria for Selection**

- A. Respondent's understanding of Jefferson Parish's overall investment program and the investment objectives and constraints unique to Jefferson Parish.

**Founded in 1991, Louisiana based Orleans Capital Management is an independent investment advisor primarily providing domestic core fixed income, investment grade core and intermediate fixed income, and domestic equity asset management to a wide range of clients, consisting primarily of public pension plans, government plans, foundations and endowments. The firm currently manages approximately \$1.4 billion and are proud of the fact that a substantial amount of the assets we manage consist of additional allocations from existing clients. Investment management is currently and has been since inception the firm's only line of business. Orleans Capital does not operate a broker/dealer or any additional businesses.**

**Orleans Capital is a 58.2% minority (women) owned firm and is also 36.3% employee owned. The firm's owners consist of Judith F. Crane (52.7%); Rodney J. Abele, CFA (30.8%) ; The Estate of L. Farrell Crane Jr, (11%) and Emily C. Becker (5.5%).**

**Orleans Capital does maintain a fifty percent (50%) ownership interest in Energy Opportunities Capital Management, LLC (EOCM), a SEC registered investment advisor that focuses on public equity investments in the broadly defined energy industry.**



Orleans Capital has complied with all the composite construction requirements of the Global Investment Performance Standards (GIPS) and has designed its policies and procedures to calculate and present performance in compliance with GIPS. Orleans is reviewed annually by an outside firm to ensure compliance. Evidence of our annual certification is included in Section 1.

Orleans Capital is located in three offices throughout Louisiana and Texas. The firm's main office is located in Mandeville, Louisiana where the Fixed Income Investment Team is located.

**Main Office:**

830 West Causeway Approach, Suite 1200  
Mandeville, LA 70448

**Other Offices:**

2201 Veterans Blvd., Suite 410  
Metairie, LA 70139

9433 Bee Caves Road, Building 3, Suite 103  
Austin, TX 78733

*Orleans Capital is currently and has been the Investment Manager for the Jefferson Parish Hospital Service District No. 2 since October 2016. OCM was also the Investment Manager for Jefferson Parish Hospital Service District No. 1 from August 2016 thru December 2020. Orleans Capital is well versed in the overall investment program, objectives and constraints that are unique to Jefferson Parish.*

In addition, Orleans Capital manages fixed income assets for several Louisiana public agencies, including the Louisiana Municipal Association and the Parish Government Risk Management Agency. During Orleans' 20+ years tenure in managing these assets, these entities have fallen under the purview of the investment policy guidelines established under Louisiana legislative statute RS 33:2955. These Louisiana investment guidelines and regulations also govern and apply to the Jefferson Parish investment policy for the assignment under consideration herein.

Orleans Capital's competitive advantages include (1) the depth and broad range of experience of its investment personnel, (2) the size of the firm and the ratio of portfolio managers to accounts, which allows for enhanced and customized communication with clients, (3) an investment management structure that provides for the ability to respond quickly to changing market conditions, and (4) a business culture premised on excellence.

- B. Professional training and experience of the firm/individuals assigned to this project and their past experience as investment managers of public funds for public agencies.

We believe that the diversity in experience and education of our portfolio management team is one of Orleans Capital's unique and distinguishing characteristics. Unlike many investment firms whose portfolio managers have limited experience outside the realm of investment management, the Orleans Capital portfolio management team includes individuals with a range of experience including investment banking, trading, and research. We believe that this experience allows our team to assist clients in tackling larger issues surrounding investment management while also providing unique insights into specific portfolio management decisions. To our clients, they are happy to know that our team represents an in-house partnership that is able to discuss objectives and concerns with respect to investment management and beyond.

Orleans Capital fixed income team has been in place since the inception of both the firm and the core fixed income strategy. During these 30+ years, there has been great emphasis on managing public sector funds representing as much as 80% of total AUM. Spanning those years, separately managed public funds have consistently constituted the majority of all assets managed by Orleans. Below is a representative list of Orleans Capital's current public fund clients.

- City of Austin Police Retirement System
- City of Birmingham, AL Fire and Policemen's Pension
- City of Lakeland Employees' Retirement System
- City of Marietta, GA Employees' Retirement System
- City of Mobile, AL Police and Firefighters' System
- City of Warren, MI Police & Fire Retirement
- City of Ypsilanti, MI Fire & Police System
- District Attorney's Pension Retirement System
- *Jefferson Parish Hospital Service District No. 2*
- Firefighters' Retirement System of Louisiana
- Louisiana State Employees' Retirement System
- Louisiana Assessors' Retirement System
- Louisiana Clerks of Court
- Louisiana Municipal Association
- Louisiana School Employees' Retirement System
- Louisiana State Police Retirement System
- Louisiana Registrar of Voters Retirement System
- Municipal Police, LA Employees' Retirement System
- Oklahoma Firefighters' Pension & Retirement System
- Parish Government Risk Management Agency
- Redford Township Police & Fire Pension System
- Tulsa Firefighters Health & Welfare Fund



Professional experience and biographies of the individuals who would be assigned to this project are as follows:

**Emily C. Becker, President, Senior Portfolio Manager:** Emily services as the senior portfolio manager and member of the fixed income committee with primary responsibility for public and corporate pension funds as well as for foundations. Prior to joining Orleans Capital, Emily was an institutional investment officer at a Louisiana bank where she provided investment portfolio strategy and execution services. Emily began her career with the trust department at a major regional bank in Houston with principal responsibility in investment administration. Emily holds a Bachelor's degree in Economics from Baylor University and has over 30 years' experience in the investment management field.

**Rodney J. Abele, CFA, Senior Portfolio Manager, Senior Advisor:** Rod is a senior fixed income portfolio manager with primary responsibilities for high net worth individuals as well as religious foundations and endowments. Formerly, Rod was an executive vice president of a major regional bank and manager of the trust and capital markets division. He began his career as a fixed income portfolio manager. A Chartered Financial Analyst, Rod received a Bachelor's degree in Economics from the University of Notre Dame and a Master's of Business Administration from Tulane University. He is past president of a religious foundation and currently serves on its board of directors. Rod has over 40 years' experience in investment management.

**Phyllis M. Kyle, Portfolio Manager and Trader:** Phyllis is the primary securities trader and serves on the firm's fixed income investment committee. Prior to joining Orleans Capital, Phyllis was a vice president with a regional bank, responsible for fixed income securities trading and portfolio strategy implementations. Prior to that, she was a vice president and securities trader with another bank. She has been providing trading for institutional and individual accounts for over 30 years. Phyllis holds a bachelor's degree in Finance from Louisiana State University.

**Cappy M. Johnson, Portfolio Manager and Advisor:** Cappy serves as portfolio manager for high net worth individuals and for balanced accounts and also provides fixed income research and analytical support to the investment committee. She also serves as a portfolio manager for the firm's Strategic Dividend strategy. Prior to joining Orleans Capital, Cappy was a financial advisor in New York with a major Wall Street brokerage firm. She holds a Bachelor's degree and a MBA in finance from Tulane University. She has over 15 years' experience in the investment business.

**John Crain, Portfolio Manager and Research Analyst:** John serves as the portfolio manager for the firm's Strategic Dividend strategy. He has over 7 years of energy research and equity trading experience. He has spent a considerable portion of his time dedicated to the study and analysis of alternative, renewal and disruptive energy technologies. John, a native of Houston, Texas graduated from Kenyon College in Gambier, Ohio with a degree in Economics.

**Sandra L. Lai, Chief Compliance Officer:** Sandra serves as the firm's chief compliance officer, overseeing all risk analysis and regulatory reporting at Orleans Capital. Sandra has 13 years investment experience beginning with our affiliate Energy Opportunities Capital Management. At EOCM she is responsible for all office operations and serves as the firm's compliance manager. Before joining the affiliated firms, Sandra worked for a local home building and land development company where she was responsible for overseeing the administrative department and office operations including industry compliance. Sandra holds a bachelor's degree from Texas State University.

- C. Respondents provide evidence of errors and omissions insurance in effect at the time of submission and adequate financial resources to fund potential obligations resulting from malfeasance, inappropriate conduct and negligence.

Orleans Capital maintains Errors and Omission and ERISA insurance through the Hartford Insurance Group. The coverage amount is \$5,000,000 per claim/aggregate. An addendum to this policy includes \$25,000 in Theft Coverage which includes coverage of "theft by hacker."

Additionally, Orleans Capital has secured separate Cyber Security coverage through Coalition Insurance Solutions, Inc. The coverage amount is \$1,000,000.

Evidence of Errors and Omissions insurance and Cyber Security coverage is included in Section 1.

- D. Respondents provide a suggested fee schedule relative to services. This will be used for negotiation purposes.

Fees are quoted in basis points per annum of total account market value. Annual fees are billed on a quarterly basis in arrears.

The proposed fees for Jefferson Parish are as follows:

1 <sup>st</sup> \$500 Million	@ 2.5 bps.
Next \$500 Million	@ 2 bps.
Amounts Above \$1 Billion	@ 1 bps.

# **Additional Information**

## **Firm Accomplishments and Client References**

Regarding recent accomplishments, Orleans Capital Management was named a “Top Gun Manager of the Decade” by PSN/Informa for 2009, 2010, 2013 and 2016 for Core Fixed Income and Intermediate Core Fixed Income for 2017 and 2019. . This award is given from a group of over 2,000 investment managers that participate in the PSN database and covers more than 20,000 domestic and international investment products. The award relates to firms that have achieved superior performance returns over a 10 year time period with lower risk and true to the firm’s stated investment style. Additionally, over the last 20 years, Orleans Capital’s Core Fixed Income product outperformed Barclays and Lipper Peer Group Universe (top decile) - all while offering superior risk adjusted returns. Please see Section 1.

Additionally, please feel free to contact any of the following current clients of Orleans Capital Management for references:

Louisiana State Employees’ Retirement System  
Bobby Beal  
Executive Director  
P.O. Box 44213  
Baton Rouge LA 70804  
225-925-7186

City of Mobile AL Police and Firefighters Pension Fund  
Bryan T. Lee  
Chairman of the Board  
300 Trent Mill Court  
Mobile AL 36608  
251-604-9263

Oklahoma Firefighters’ Pension and Retirement System  
Chase Rankin  
Executive Director  
6601 Broadway Extension Suite 100  
Oklahoma City OK 73116  
405-522-4600



**Firefighters' Retirement System of LA**  
**Stephen Stockstill**  
**Executive Director**  
**3100 Brentwood Drive**  
**Baton Rouge LA 70809**  
**225-925-4040**

**Police Jury Association Of Louisiana**  
**Guy Cormier**  
**Executive Director**  
**707 North 7<sup>th</sup> St.**  
**Baton Rouge LA 70802**  
**225-343-2835**

**Municipal Police Employees' Retirement System**  
**Benjamin A. Huxen, II CPA**  
**Executive Director and General Counsel**  
**7722 Office Park Blvd, Suite 200**  
**Baton Rouge LA 70809**  
**225-443-4246**

**Louisiana Municipal Association**  
**John Gallagher**  
**Executive Director**  
**700 North 10<sup>th</sup> St.**  
**Baton Rouge LA 70821**  
**225-344-5001**

**Louisiana Assessor's Retirement Fund**  
**Kathy Bertrand**  
**Executive Director**  
**P.O.Box 14699**  
**Baton Rouge LA 70898**  
**225-928-8886**

**United Methodist Foundation of LA**  
**Tracie Wharton**  
**Controller**  
**8337 Jefferson Hwy**  
**Baton Rouge LA 70809**  
**225-387-8362**

## **Fixed Income Investment Philosophy**

Orleans Capital's fixed income philosophy is premised upon the belief that bonds should represent the most stable asset class in a fund's overall portfolio, providing predictable cash flow and insuring the ability to meet long term obligations. Our fixed income strategy adds value through sector and security selection designed to create an enduring yield advantage over the applicable benchmark without a material variation in quality, convexity or other portfolio characteristics. The firm's fundamental fixed income discipline has not changed since its inception, nor do we anticipate a change in the investment policy in the near term.

### **Investment Process**

Orleans Capital utilizes a team approach to fixed income asset management. The firm's Investment Committee consists of Emily C. Becker (Head of Fixed Income), Rodney J. Abele, CFA, Phyllis Kyle, John Crain, and Cappy Johnson. With regard to the specific product, the firm utilizes a 5 member Fixed Income Team comprised of Emily C. Becker (Senior Portfolio Manager), Phyllis Kyle (Portfolio Manager and Trader), John Crain (Research Analyst), Rodney J. Abele, CFA (Senior Advisor) and Cappy Johnson (Advisor). With input from the firm's Investment Committee, all members of the Fixed Income Team are involved in implementation of the investment strategy and in research and investment idea generation. Ms. Becker serves as the Head of the Fixed Income Team with final responsibility for investment decisions.

Investment ideas are primarily sourced through the team's proprietary research and idea generation meetings. Each member of the Team reads, researches, and surveys the market and economic landscape on a continual and ongoing basis. Idea generation and portfolio discussion meetings are regularly scheduled but the Team holds daily and impromptu discussions as well. New ideas, economic news, and portfolio structure are discussed and encouraged throughout the meetings. Decisions regarding security holdings and buy/sell decisions are made in the context of these meetings and are made by the Fixed Income team members.

The Fixed Income Team is collectively responsible for all portfolio management and related research. We begin with a top-down evaluation of the macroeconomic environment and an assessment of any changes in market conditions. Consideration is also given to supply and demand factors affecting the future performance of various industries and sectors. This analysis leads to the setting of industry, duration, sector and coupon targets. Using sophisticated computer software modeling, we then compare the structure of individual portfolios to the target and analysis is performed to determine the most efficient transactions necessary to optimize portfolio structure.

Using a bottom-up approach to specific security selection, our process is designed to identify those securities expected to contribute to the discipline of adding value

through enhancing yield advantage. Selection is also based upon comparative investment alternatives and relative pricing. In corporate security selection, the Team places significant emphasis on the avoidance of credit risk. We are also careful not to choose securities that will extend duration beyond our target, cause a material decline in quality, or cause us to accept significant yield curve risk.

The Team conducts continuous reviews of each fixed income portfolio utilizing BondEdge analytical software to review portfolio structure. BondEdge software allows portfolio managers to compare existing portfolios to both target allocations and those of the applicable benchmark. In addition, we are able to “test fly” the portfolio to investigate how the portfolio will perform in different market environments, including changes in interest rates, yield curve, quality and sector spreads. BondEdge also provides the manager with the ability to model the effects of proposed changes in a portfolio before actual execution. As always, any proposed changes are also reviewed to verify that they adhere to client specific investment objectives and guidelines.

The universe of securities employed in Orleans Capital’s investment discipline includes a wide range of fixed income products including United States government and agency securities, investment grade domestic corporate bonds, municipal bonds and US government backed mortgage securities. The committee develops and maintains a buy list of fixed income securities. The buy list is continuously evolving taking into consideration tactical modifications to sector allocation and particular security opportunities.

Below are the specific factors that are integral to the portfolio construction process:

#### *Sector Weighting*

Sector and/or industry diversification provides one of the primary sources of value added and is actively managed by Orleans Capital. As mentioned above, the Fixed Income Committee uses a top-down macroeconomic approach to determine those sector and industry groups that are attractive and those that we prefer to avoid based on our fundamental economic outlook. We do not believe that it is necessary or desirable to hold positions in every sector of the credit market as represented by the benchmark.

#### *Individual Issue Selection*

Once industry and sector allocations have been determined, significant attention is also given to specific security selection and avoidance as a means of added value. Decisions to purchase or sell a specific security are made by the Fixed Income Committee in an effort to acquire those issues likely to contribute to the portfolio’s yield advantage and eliminate holdings which may increase credit risk.

#### *Credit Quality*

Orleans Capital also adds value through active credit management with specific emphasis on the avoidance of deterioration in credit quality. In addition to



independent third-party credit research, the firm employs its own internal credit analysis that adopts an equity like approach of reviewing credits to enable the firm to be an early seller of a deteriorating credit.

### **Duration Management**

While duration is not a unique driver of value added, Orleans Capital does actively manage interest rate exposure within a narrow band around that of the benchmark (typically 10%). Duration decisions are primarily based on analysis of overarching economic trends. Portfolios contain a full spectrum of maturities to achieve duration targets.

### **Yield Curve Management**

In general, yield curve exposure is kept neutral to the benchmark index. Portfolios are structured with maturity and duration decisions well diversified along the maturity spectrum. This structure largely insulates against unexpected, adverse changes in the yield curve. In addition, we are sensitive to avoiding yield curve commitments that could disrupt cash flow or liquidity requirements.

In the context of daily discussions, members of the fixed income team formulate and refine current and future expectations with respect to the macro economic outlook. This process is centered around macro theme identification which involves studying the global landscape for trends that will impact investment decisions. The graphic below demonstrates typical considerations in generating thematic ideas:



## **Risk Management**

We believe that specific security selection and avoidance is an important aspect of fixed income asset management and a means of value added. In the selection of corporate bonds, Orleans Capital strictly adheres to the specific credit quality guidelines established by its clients. The firm maintains a buy list of those corporate securities, which it believes are most likely to add value by increasing overall portfolio yield without adversely affecting credit quality. Based upon our most recent performance results, the firm is confident that its credit review and security selection process enables the firm to produce a return on the corporate allocation of our portfolios that is superior to that of the index corporate allocation. Orleans Capital also places significant emphasis upon the avoidance of deterioration in credit quality. In addition to independent third-party credit research, the firm employs its own internal credit analysis that adopts an equity like approach of reviewing credits to enable the firm to be an early seller of a deteriorating credit.

With respect to risk management, the firm's fundamental investment approach is to provide a stable and secure source of income and cash flow. The firm actively avoids risk by investing only in U.S. dollar denominated securities bearing at least an investment grade rating (subject to specific client guidelines and allowances). The firm also carefully monitors and addresses prepayment risk, interest rate risk, yield curve risk, and credit risk. All risk parameters are included in BondEdge portfolio reports that are reviewed and analyzed by the Fixed Income Committee during its continuous account review process. The Fixed Income Committee reviews external credit research on a daily basis and conducts the firm's internal credit review at least monthly.

### **Credit Risk**

Credit risk is an integral aspect of fixed income asset management and a significant factor emphasized in our investment strategy and process. We believe that the avoidance of credit risk and default in particular, is paramount in all market environments. As a result, we impose a strict credit review process designed to ensure that we are an early seller of any deteriorating credit.

### **Prepayment Risk**

Orleans Capital is aware of the risk associated with pre-payment and actively considers this risk in the implementation of its investment strategy. The firm utilizes BondEdge software to model its portfolios in a variety of market conditions to analyze the effect of pre-payment risk. In addition, we typically avoid securities with call features that would increase pre-payment risk.

### **Yield Curve Risk**

As discussed, Orleans Capital does not typically utilize yield curve dynamics as a significant source of value added. Instead, we diversify holdings across the yield curve. We do not ordinarily modify this approach on the basis of interest rate forecasting, as we believe interest rate forecasting generally unreliable. In certain



instances where yield curve dynamics, such as an unusually steep curve, provide investment opportunities, we may bias our diversifications toward the steeper range of the yield curve to obtain portfolio yield with limited risk.

#### *Interest Rate Risk*

While duration is not a major driver of value added, Orleans Capital does actively manage interest rate exposure typically within a narrow band around that of the benchmark. Duration decisions are primarily based on analysis of overarching economic trends. Portfolios contain a full spectrum of maturities to achieve duration targets, Duration decisions, like all aspects of fixed income management, are made by the Fixed Income Committee.

#### *Municipal Bond Investment Philosophy*

Orleans Capital's municipal bond investment philosophy is to ensure the achievement of our client's goals with minimal, understandable and quantifiable risk. Within that strategic framework, municipal bond portfolios are customized for each client weighing the specific individual portfolio income objectives, investment policy and quality guidelines, residency, Federal and state income taxation and Alternative Minimum Tax status. Also, since these factors often change after the initial construction of an optimal portfolio, Orleans Capital maintains close communication with clients and consultants to insure that timely adjustments are made whenever necessary.

#### *Investment Strategy and Process*

Security selection focuses on diversification over a universe of high quality issuers, usually rated better than AA2/AA or A2/A. No single credit exceeds 5% of an account. Maturity diversifications ("laddering") is also desirable to provide regular return of principal for reinvestment but consideration is also given to the value of "sweet spots" in the tax-exempt yield curve. Call protection is important to protect against the adverse consequence of low interest rate environments. And a preference for liquid issues facilitates tax-swapping strategies when appropriate for the individual client.

Orleans Capital's municipal bond investment process combines strength in fundamental credit analysis with state-of-the-art portfolio modeling techniques and broad-based trading capabilities.

*Comprehensive credit research:* Utilizes the most sophisticated on-line computer database for analysis of fixed income securities available in the money management industry today.

*Institutional trading:* Orleans Capital employs a full-time trader who obtains best executions in the wholesale market through volume and on-line access to pricing information for the full spectrum of fixed income securities. Orleans Capital is

regularly in the tax-exempt market with sizeable transactions for clients from Maine to California so we have access to attractive new issues and offerings from national bond underwriters.

**Performance simulations:** Simulating the portfolio's performance in a range of possible interest rate scenarios using advanced computer modeling techniques.

**Buy-sell decision analysis:** Orleans Capital uses quantitative analysis and computer modeling to show the impact of any individual transaction on the portfolio's performance.

**Independent accounting system:** Serves as a back-up to your custodial and internal accounting system. This ensures your portfolio is properly credited with all entitled principal and interest payments as well as calls and redemptions.

November 9, 2021

Orleans Capital Management  
830 West Causeway Approach, Suite 1200  
Mandeville, LA 70471



### Independent Verifier's Verification Report

We are pleased to report that we have verified whether Orleans Capital Management (the Firm) has, for the periods January 1, 2007 through December 31, 2020, established policies and procedures for complying with the Global Investment Performance Standards (GIPS®) related to composite and pooled fund maintenance and the calculation, presentation, and distribution of performance that are designed in compliance with the GIPS standards, as well as whether these policies and procedures have been implemented on a firm-wide basis. GIPS® is a registered trademark of CFA Institute. CFA Institute does not endorse or promote this organization, nor does it warrant the accuracy or quality of the content contained herein.

The Firm's management is responsible for its claim of compliance with the GIPS standards and the design and implementation of its policies and procedures. Our responsibilities are to be independent from the Firm and to express an opinion based on our verification. We conducted this verification in accordance with the required verification procedures of the GIPS standards, which includes testing performed on a sample basis. We also conducted such other procedures as we considered necessary in the circumstances.

In our opinion, for the periods from January 1, 2007 through December 31, 2020, the Firm's policies and procedures for complying with the GIPS standards related to composite and pooled fund maintenance, as well as the calculation, presentation, and distribution of performance, have been, in all material respects:

- Designed in compliance with the GIPS standards, and
- Implemented on a firm-wide basis.

This report does not relate to or provide assurance on any specific performance report of the Firm or on the operating effectiveness of the Firm's controls or policies and procedures for complying with the GIPS standards.

We greatly appreciate the opportunity to conduct this verification for you.

Sincerely,

*The Spaulding Group, Inc*  
The Spaulding Group, Inc.

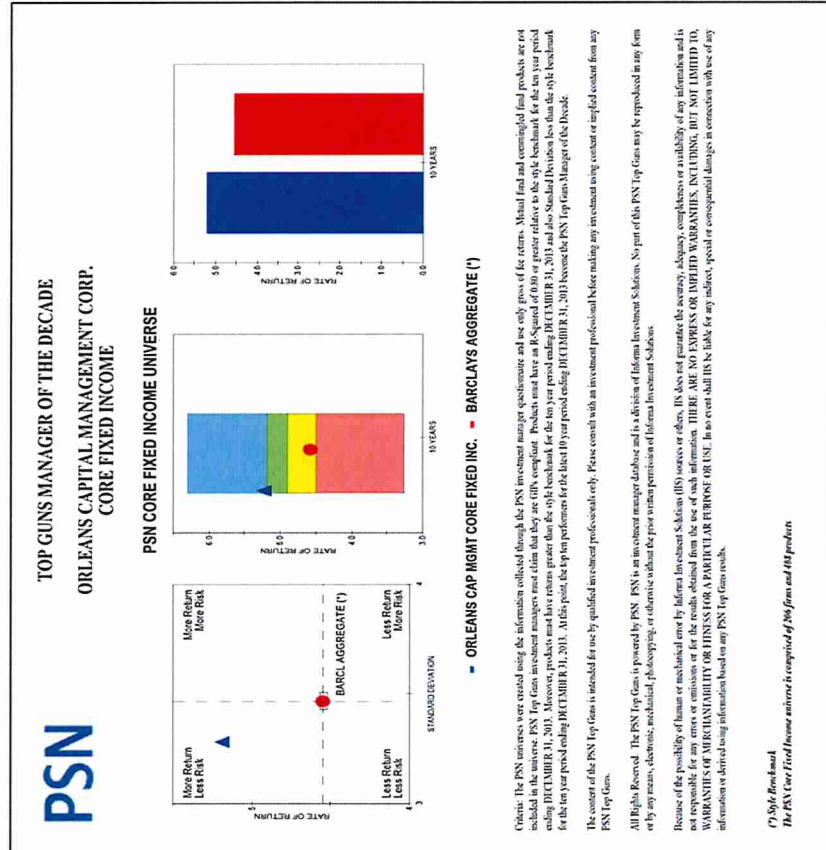
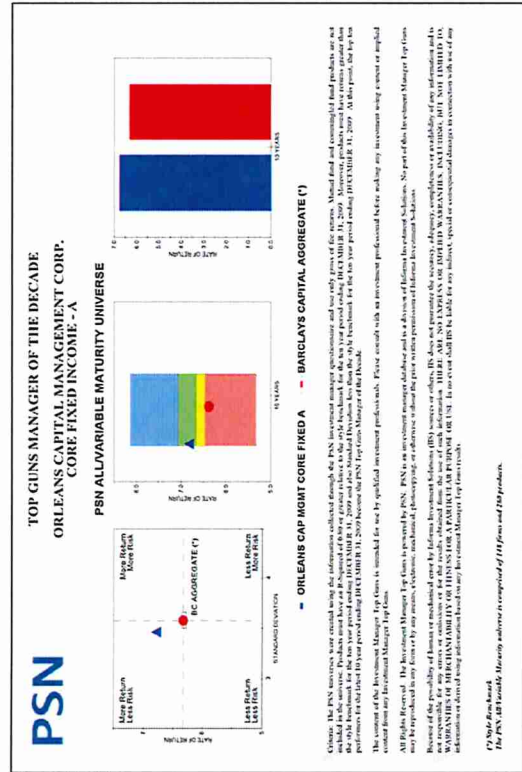
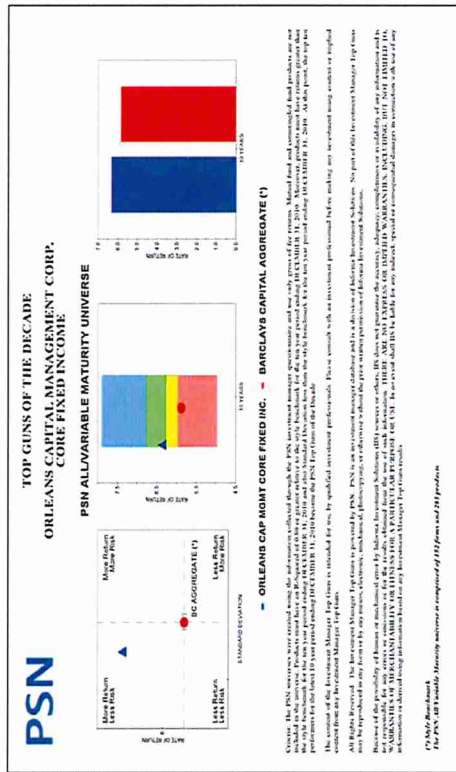
*Where Performance Professionals Get Solutions to Their Problems  
Your Partner in Performance Measurement™*

33 Clyde Road • Suite 103 • Somerset, NJ 08873 • (732) 873-5700 • Fax (732) 873-3997 • [www.SpauldingGrp.com](http://www.SpauldingGrp.com)



## Peer Group Performance Accolades

**Orleans Capital has received multiple PSN Top Gun Manager of the Decade awards: Core Fixed Income (2009, 2010, 2013 and 2016) and Intermediate Core Fixed Income (2017 and 2019).**



## **Part 2A of Form ADV: Firm Brochure**

**June 9, 2022**

### **Orleans Capital Management Corporation**

830 West Causeway Approach, Suite 1200

Mandeville, Louisiana 70471

Telephone: 504-592-4680

[www.orleanscapital.com](http://www.orleanscapital.com)

This brochure provides information about the qualifications and business practices of Orleans Capital Management Corporation. If you have any questions about the contents of this brochure, please contact us at 504-592-4680. The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.

Additional information about Orleans Capital Management Corporation also is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

**Item 2: Material Changes**

Our last update of Form ADV Part 2A was March 30, 2022. The primary changes to this brochure include the removal of L. Farrell Crane, Jr. as owner, dual registrant, and from all firm investment committees. Mr. Crane's ownership has been transferred to The Estate of L. Farrell Crane, Jr.

We will ensure that you receive a summary of any material changes to this and subsequent Brochures within 120 days of the close of our business' fiscal year, which is December 31st. We will provide other ongoing disclosure information about material changes as necessary. We will also provide you with a new Brochure, as necessary, based on changes or new information. Currently, our Brochure may be requested at any time, without charge, by contacting us at (504) 592-4680.

Additional information about Orleans Capital Management Corp. is also available via the SEC's website [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). You can search this site by using a unique identifying number, known as a CRD number. The CRD number for Orleans Capital Management Corp. is 111359. The SEC's web site also provides information about any persons affiliated with Orleans Capital Management Corp. who are registered, or are required to be registered, as Investment Adviser Representatives of Orleans Capital Management Corp.

Currently, OCM's Brochure may be requested by contacting Amy LeBoeuf or via email at [aleboeuf@orleanscapital.com](mailto:aleboeuf@orleanscapital.com).

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## **Item 4: Advisory Business**

### Business Description

Orleans Capital Management Corporation ("OCM") has been a registered investment advisor since its formation in 1991. OCM provides investment advisory services to a wide range of clients, consisting of institutional clients including pensions, profit sharing plans, trusts, insurance companies and banks; as well as to high net worth individual investors. OCM primarily provides domestic core fixed income, investment grade core and intermediate fixed income management services and domestic equity asset management services.

OCM is a privately held investment advisory firm and its principal owners are Judith F. Crane (The Estate of Louis Farrell Crane), Rodney John Abele, Jr. C.F.A, The Estate of Louis Farrell Crane, Jr., and Emily C. Becker.

Sandra Lai is the Chief Compliance Officer ("CCO").

### Types of Services

OCM offers investment advisory services through two primary investment strategies- Fixed Income Management and Strategic Dividend Equity. Specialized equity management focused in the energy sector is offered by Energy Opportunities Capital Management, L.L.C. ("EOCM"), an affiliate of OCM. OCM also offers balanced account and tax free municipal security management to high net worth individuals.

### Custodian

It is our policy to not recommend specific custodians to you. If you do not already have a custodial relationship, we can provide you with the names of some custodians we do business with that you may use. The funds in your account will be held in a separate account, in your name, at a custodian, not with us. You will enter into a separate custodial agreement with the custodian. This agreement, among other things, authorizes the custodian to take instructions from us regarding all investment decisions for your account. We will select the securities bought and sold and the amount to be bought and sold. The custodian will effect transactions, deliver securities, make payments and do what we instruct. Your custodian is responsible for notifying you of any purchases or sales through trade confirmations and providing you with quarterly or monthly statements. These statements list the total value at the start of the period, itemize all transaction activity during the period, and list the types, amounts, and total value of securities held as of the end of the period. You will at all times maintain full and complete ownership rights to all assets held in your account, including the right to withdraw securities or cash.

#### Tailored Client Advisory Services

Investment advice and portfolio management services are provided on a continuing basis, including the appropriate allocation with consideration for each client's particular need and to help to meet each client's stated investment objectives.

#### Wrap Fee Programs

OCM does not offer wrap fee programs.

#### Client Assets under Management

As of December 31, 2021, OCM managed \$1,637,636,324 in assets for 197 accounts, all on a discretionary basis. OCM's affiliate, EOCM, managed assets of \$36,714,132 in assets for 14 accounts as of December 31, 2021 all on a discretionary basis.

### **Item 5: Fees and Compensation**

OCM provides investment management services for a fee. Our Investment Advisory Agreement defines what fees are charged and their frequency. Our contract calls for us to provide you a statement for all fees that are due. All fees are charged in arrears.

Either party may terminate their Investment Advisory Agreement at any time by providing a thirty (30) day written notice to the other party. You will incur charges for advisory services rendered up to the point of termination and any fees will be pro-rated, based on the time of cancellation. The termination of an Investment Management Agreement shall not affect any obligation or liability on a client's part for any transaction entered into or obligation on the client's behalf prior to the termination.

#### Compensation

Orleans Capital Management Corporation's management fees for services are negotiated separately with each client, along with the terms of the advisory agreements. The fees may be based on a fixed amount or can be based on a percentage of the assets managed by OCM. A basic compensation schedule is maintained for normal investment advisory services which specifies annual rates to be applied to the market value of assets, (including cash and accrued income) of each client account. Rates can vary according to the size and type of account.

A fee might be fixed for a year's services based on the initial size of the account and the types of assets under management. In no case will a fixed fee exceed 1% of the beginning asset value of the account. A typical fee might be 1/4 of 1% to 1% per annum of the beginning asset value. Fluctuating fees based upon the value of the assets under management will typically fall in the same range as fixed fees (1/4 of 1% to 1% of value per annum), based upon the size of the account and the type of assets under advice. Fees for most accounts will be calculated and billed on a

quarterly basis.

Compensation is not payable prior to the rendering of services and therefore is not refundable. Contracts for investment advisory services generally provide that the agreement may be terminated by either the client or the applicant by giving 30 days written notice.

#### Other Fees and Expenses

Our fees do not include brokerage charges, transaction fees, and other related costs and expenses. You may incur certain charges imposed by custodians and third-party firms. These include fees charged by managers, custodial fees, deferred sales charges, odd-lot differentials, transfer taxes, wire transfer and electronic fund fees, and other fees and taxes on brokerage accounts and securities transactions. We do not receive any compensation from these fees. All of these fees are in addition to the fee you pay us. You should review all fees charged to fully understand the total amount of fees you will pay. Services similar to those offered by us might be available elsewhere for more or less than the amounts we charge.

#### ERISA Accounts

OCM is deemed to be a fiduciary to advisory clients that are employee benefit plans or individual retirement accounts (IRAs) pursuant to the Employee Retirement Income and Securities Act ("ERISA"), and regulations under the Internal Revenue Code of 1986 (the "Code"), respectively. As such, our firm is subject to specific duties and obligations under ERISA and the Internal Revenue Code that include among other things, restrictions concerning certain forms of compensation. To avoid engaging in prohibited transactions, OCM does not receive any compensation other than our normal assets under management fee and any applicable performance fees.

### **Item 6: Performance-Based Fees and Side-By-Side Management**

Orleans Capital Management Corp no longer offers a performance-based fee structure as contemplated by Rule 205-3 under the Investment Advisory Act of 1940 or similar state statute. OCM does not provide side-by-side management.

### **Item 7: Types of Clients**

Types of clients include pension and profit-sharing plans, corporations and other businesses, state or municipal government entities, insurance companies, charitable organizations, high net worth (HNW) individuals, and individuals other than HNW.



## **Item 8: Methods of Analysis, Investment Strategies and Risk of Loss**

### Fixed Income

Orleans Capital's fixed income philosophy is premised upon the belief that bonds should represent the most stable asset class in a fund's overall portfolio, providing predictable cash flow and ensuring the ability to meet long-term obligations. Our fixed income strategy adds value through sector and security selection designed to create an enduring yield advantage over the applicable benchmark without a material variation in quality, convexity or other portfolio characteristics. The Firm's fundamental fixed income discipline has not changed since its inception, nor do we anticipate a change in the investment policy in the near term.

In general, Orleans Capital overweights the corporate and mortgage sectors of the fixed income market and underweights the Treasury sector. This strategy is based upon the historical over performance by corporate and mortgage bonds versus their Treasury counterparts. We actively avoid risk by investing in only U.S. dollar denominated securities bearing at least an investment grade rating. We also carefully monitor and address prepayment risk, interest rate risk, yield curve risk and credit risk.

Orleans Capital utilizes a team approach to fixed income asset management. As a result, all fixed income portfolio managers participate in investment decisions. The team of fixed income portfolio managers, as opposed to individual managers, is responsible for all aspects of portfolio management from general issues such as strategy to specific decisions such as individual security selection.

Portfolio managers continuously study and discuss market events and monitor economic data bearing on investment strategy. We begin with a top-down evaluation of the macroeconomic environment and an assessment of any changes in market conditions. Consideration is also given to supply and demand factors affecting the future performance of various industries and sectors. This analysis leads to the setting of industry, duration, sector and coupon targets. Using sophisticated computer software modeling we then compare the structure of individual portfolios to the target and analysis is performed to determine the most efficient transactions necessary to optimize portfolio structure.

### Strategic Dividend

In 2004, Orleans Capital launched an opportunistic equity investment strategy, the Strategic Dividend Investment Strategy, designed to provide clients with a source of stable income with strong growth potential and take advantage of the historic outperformance of dividend paying stocks. In addition, the convergence of stock and bond yields provided an opportunity to create an equity portfolio which would provide investors with a meaningful increase in portfolio income and yield versus traditional fixed income investments with an enhanced likelihood of price outperformance. OCM also utilizes a team approach to management of the Strategic Dividend strategy.

### Risks

We cannot guarantee our analysis methods will yield a return. In fact, a loss of principal is always

a risk. Investing in securities involves a risk of loss that you should be prepared to handle. The investment decisions we make will not always be profitable nor can we guarantee any level of performance.

An investment in our strategies should not be all inclusive. Our strategies should be one part of an overall portfolio.

#### **Item 9: Disciplinary Information**

Registered Investment Advisors are required to disclose all material facts regarding any legal or disciplinary events that would be material to your evaluation of us or the integrity of our management. Orleans Capital Management is currently not involved in any legal or disciplinary events that would affect to a current or prospective client's evaluation of the Firm's business or integrity of our management.

#### **Item 10: Other Financial Industry Activities and Affiliations**

##### Energy Opportunities Capital Management, LLC

Orleans Capital Management Corp is a 50% owner/member of Energy Opportunities Capital Management, LLC (EOCM). EOCM is a Delaware limited liability company, formed on May 9, 2008. EOCM became a SEC registered investment adviser on October 6, 2008. For more information regarding EOCM and its investment strategies, please contact OCM or visit EOCM's website at [www.energyocm.com](http://www.energyocm.com).

EOCM and OCM do conduct joint marketing efforts for their products and services. As disclosed below, marketing personnel are employees of both EOCM and OCM, and this is disclosed to the client. The ADV Part 2A Brochures for both EOCM and OCM are made available to clients and prospective clients.

##### Back Office Services

OCM provides certain back office services for its affiliate, EOCM, a registered investment adviser. OCM may provide any or all of the following services:

- trading,

- accounting,
- data entry,
- due diligence,
- reporting,
- retention of all client statements and trade confirms,
- portfolio analysis, and
- back office administration.

As a result of this relationship, certain OCM client information may be subject to disclosure to EOCM. We require EOCM to execute a joint privacy agreement and not share client information with any unauthorized person or entity.

#### Dual Registration

Certain of our Investment Adviser Representatives ("IARs") are also IARs of EOCM, namely John M. Crain. He is dually registered with OCM and EOCM. John M. Crain is an Assistant Portfolio Manager and Analyst with OCM and receives compensation from OCM. John also serves as President, Portfolio Manager, and Analyst with EOCM. John receives compensation for his role at EOCM that is in addition to the compensation he earns at OCM.

When evaluating the needs of a client for services, individuals who are investment adviser representatives of both OCM and EOCM disclose to the client that services can be provided through either advisory firm and will work with the client to determine whether the services of OCM or EOCM are most appropriate to the client. As the fees charged by OCM may be higher or lower than those charged by EOCM, clients should be aware that in this situation, the possibility of receiving greater compensation by recommending one firm over the other presents a potential conflict of interest. The firm monitors the activities of each investment adviser representative to guard against actual conflicts and make certain the client's interests are protected.

#### Marketing Personnel

The marketing personnel of OCM also serve as marketing personnel of EOCM and are employed by both companies. Thus, these employees receive salaried compensation from both OCM and EOCM. Further, these employees can earn additional compensation from both OCM and EOCM based on a percentage of fees received by OCM and EOCM, respectively.

When evaluating the needs of a client for services, individuals who are marketing personnel of both OCM and EOCM will disclose to the client that services can be provided through either advisory firm and will work with the client to determine whether the services of OCM or EOCM are most appropriate to the client. As the fees charged by OCM may be higher or lower than those charged



by EOCM, clients should be aware that in this situation the possibility of receiving greater compensation by recommending one firm over the other presents a potential conflict of interest. As a matter of firm practice, the fees paid to us by clients are not increased as a result of any incentive paid to marketing personnel. The clients pay our standard advisory fee.

#### Chief Compliance Officer

In 2014, OCM appointed Sandra L. Lai as its Chief Compliance Officer (CCO), replacing L. Farrell Crane, Jr., who continues to serve as an officer, director and portfolio manager at OCM. Ms. Lai also serves as the CCO of EOCM, OCM's affiliate, and is an employee of both OCM and EOCM.

#### Conflicts

We take the following steps to address conflicts:

- we disclose to clients the existence of all material conflicts of interest, including the potential for certain of our employees to earn compensation from EOCM in addition to compensation from OCM;
- we disclose to clients that they are not obligated to purchase recommended investment products from our employees or affiliated companies;
- we collect, maintain and document accurate, complete and relevant client information;
- we require that our employees seek prior approval of any outside employment activity so that we may ensure that any conflicts of interests in such activities are properly addressed;
- we periodically monitor these outside employment activities to verify that any conflicts of interest continue to be properly addressed by our firm; and
- we educate our employees regarding the responsibilities of a fiduciary, including the need for having a reasonable and independent basis for the investment advice provided to clients.

### **Item 11: Code of Ethics**

#### Code of Ethics Summary

OCM maintains a policy of strict compliance with the highest standards of ethical business conduct and the provisions of applicable federal securities laws, including rules and regulations published by the Securities and Exchange Commission. OCM's Code of Ethics outlines the Firm's policies and procedures for employee conduct and adherence to SEC rules and regulations. The Code of Ethics applies to each employee of the firm, and is designed to ensure compliance with legal requirements and OCM's standard of business conduct.

While this Code does not address every possible situation that may arise, every employee is responsible for exercising good judgment, applying ethical principles, and bringing potential violations of the Code to the attention of the Chief Compliance Officer of OCM. To this end, Employee is required to read and acknowledge the Code and agree to uphold the required standards in their day-to-day activities at the Company.

A copy of OCM's Code of Ethics is available to any client or prospective client upon request.

#### Potential for Conflicts of Interests

OCM and each of its employees have the responsibility at all times to place the interests of clients first, not to take advantage of client transactions, and to avoid any conflicts, or the appearance of conflicts, with the interests of clients. All conflicts of interest are reviewed by the CCO and either approved or denied. All approved conflicts of interest are fully disclosed to the clients and monitored to make certain that no client is harmed in any way from these conflicts. OCM believes in transparency, as is required by SEC Regulations.

All employees understand that the following acts are prohibited:

- Employing any device, scheme or artifice to defraud
- Making any untrue statement of a material fact
- Omitting to state a material fact necessary in order to make a statement, in light of the circumstances under which it is made, not misleading
- Engaging in any fraudulent or deceitful act, practice or course of business
- Engaging in any manipulative practices
- Participating in client accounts

#### Personal Trading

OCM maintains a specific policy on Personal Securities Transactions, which, among other things, provides rules concerning employee personal transactions in the purchase and sale of securities. Employees are also required to act ethically, legally, and in the best interest of OCM and its Clients at all times. The Code of Ethics sets forth rules regarding these obligations. Employees are expected not only to follow the specific rules, but also the spirit of them.

In general, OCM's policy on Personal Securities Transactions requires that all Personal Securities Transactions be reported to compliance personnel, at a minimum at the end of each quarter. Transactions are then reviewed by compliance personnel to determine whether any violations of the Firm's policy have occurred.

The securities purchased and held by OCM for client accounts are widely held and publicly traded.

It is our policy that no person employed by our firm shall give preference to his or her own interest to that of the client. No person employed by OCM may trade ahead of a client account.

We have established the following restrictions in order to ensure our fiduciary responsibilities:

1. Our associated persons shall not buy or sell securities for their personal portfolio(s) where their decision is substantially derived, in whole or in part, by reason of his or her affiliation with our firm, unless the information is also available to the investing public on reasonable inquiry. No person shall prefer his or her own interest to that of the clients.
2. We emphasize the unrestricted right of the clients to decline to implement any advice rendered, except in situations where a client has granted discretionary authority.
3. We require that all individuals must act in accordance with all applicable Federal and State regulations governing registered investment advisory practices.
4. Any individual not in observance of the above may be subject to termination.

#### Privacy Statement

In accordance with Section 204-A of the Investment Advisers Act of 1940, OCM also maintains and enforces written policies reasonably designed to prevent the misuse of material non-public information by the Firm or any person associated with the Firm.

OCM is committed to safeguarding its clients' confidential information and holds all personal information provided in the strictest confidence. These records include all personal information that OCM collects from clients or receives from other firms in connection with any of the financial services provided. However, OCM may share some client information with EOCM, its affiliate, for marketing purposes..

OCM also performs back offices services for EOCM as disclosed in "Item 10: Other Financial Industry Activities and Affiliations". In addition, the technology personnel may also be shared between OCM and EOCM. This provides these firms' technology personnel with access to the non-public information of the clients of the other firms. OCM and EOCM are regulated entities who are required to keep all non-public information of clients private and safe. These firms do not share this information with any other third parties except as allowed by law. Each firm has privacy policies and non-disclosure agreements as it relates to the protection of non-public client information. The CCOs of each entity monitor for any breaches in security.

OCM also requires other firms with whom it deals to restrict the use of Client information. OCM's Privacy Policy is available upon request.

#### **Item 12: Brokerage Practices**



### Brokerage Selection

OCM has a fiduciary duty to achieve best execution when it places trades with broker-dealers. OCM will attempt to achieve best execution for a given client so that the client's total costs or proceeds in a transaction are the most favorable under the circumstances. Where multiple competing markets exist for listed stocks, OCM should make sure that the security is executed on the best market or best market maker. Factors considered when placing a trade for a client with a particular broker-dealer include:

- Quality of overall execution services provided by the broker-dealer;
- Promptness of execution;
- Provide dedicated telephone lines;
- Creditworthiness and business reputation of the broker-dealer;
- Research (if any) provided by the broker-dealer;
- Promptness and accuracy of oral, hard copy or electronic reports of execution;
- Ability and willingness to correct trade errors;
- Promptness and accuracy of confirmation statements;
- Ability to access various market centers;
- The broker-dealer's facilities, including any software or hardware provided to the adviser;
- The market where the security trades;
- Any expertise the broker-dealer may have in executing trades for the particular type of security;
- Commission charged by the broker-dealer;
- Historical commission rates of the broker-dealer;
- Reliability of the broker-dealer;
- Ability of the broker-dealer to use ECNs (electronic communication network to gain liquidity, price improvement, lower commission rates and anonymity);
- Reputation of the broker-dealer;
- Soft dollar program of the broker-dealer;
- Execution and operational capabilities of the broker-dealer and its clearing firm;
- Financial condition of the broker-dealer.

The determining factor in the selection of a broker-dealer/custodian to execute transactions for your accounts is not the lowest possible transaction cost, but whether they can provide what is in our view the best qualitative execution for your account.

OCM is willing to use specific broker-dealers as instructed by a client. However, if the client directs us to use a specific broker-dealer or custodian, we may not be able to negotiate and obtain best

execution.

#### Soft Dollars

OCM, on behalf of its discretionary clients, may receive from broker-dealers and third party providers certain products and services and/or research, referred to as "soft dollar" credits, based on transactions placed with those broker-dealers and providers. Currently, OCM does not receive soft dollars in connection with the management of OCM client accounts. In the past, OCM received soft dollar credits from our relationship with Interstate Group ("Interstate"). As such, Interstate may provide us with certain brokerage and research products and services that qualify as "brokerage or research services" under Section 28(e) of the Securities Exchange Act of 1934 ("Exchange Act"). These research products and/or services will assist us in our investment decision making process. Soft dollars and the research services provided are generally used to service all of our clients, and therefore brokerage commissions paid by one client may result in soft dollars that are used to pay for research for other clients' accounts.

OCM's affiliate, Energy Opportunities Capital Management, LLC (EOCM) currently receives soft dollar credits from its relationship with Interstate. Those soft dollars and research services provided are generally used to service all EOCM clients. Therefore, brokerage commissions paid by one client may result in soft dollars that are used to pay for research for other clients' accounts. Further, because (1) OCM and its affiliate EOCM share investment personnel who are employees of both firms and (2) OCM provides back office and trading support to EOCM, soft dollar credits received by EOCM can and do benefit both EOCM and OCM clients.

Interstate may make available to us other products and services that benefit OCM but may not benefit the client whose trades generated the soft dollars. Some of these products and services assist us in managing and administering our client accounts, such as software and other technology that:

- provide access to client account data (such as trade confirmations and account statements),
- facilitate trade execution and allocate aggregated trade orders for multiple client accounts,
- provide research, pricing and other market data,
- provide access to Bloomberg as well as other publications,
- assist with back-office functions and recordkeeping,
- furnish client reporting functions including performance reporting,
- offer contact management systems, and
- provide access to consultants and other third party service providers who provide a wide array of business related services and technology with whom we may contract directly.



Where a broker-dealer has a soft dollar program, a client transaction executed through that firm may incur a commission greater than might be charged by another qualified broker-dealer to execute the same transaction. In each trading instance, OCM makes a determination in good faith that the commission is reasonable in relation to the value of the brokerage and research services received. Because the amount of OCM's soft dollar credits or the products or services we receive may vary depending on the custodian or broker-dealer used by our clients, we have a conflict of interest in making a recommendation to use a certain custodian/broker-dealer. Through soft dollars, OCM receives a benefit to the extent that we do not have to produce such products internally or compensate third-parties with our own money for the delivery of such services. This benefit may interfere with our duty of best execution. Therefore, OCM generally does not select, suggest, or recommend broker-dealers for its clients.

Once a client ends its relationship with OCM, any soft dollars generated during the relationship are retained by the firm. EOCM presently maintains soft dollar credits generated from former clients that are used for research that will benefit both EOCM and OCM clients.

Directed Brokerage. You may direct us to use a particular broker-dealer to execute some or all of the transactions for your account. If you do so, you are responsible for negotiating the terms and arrangements for the account with that broker-dealer since the broker-dealer provides services to you as the client rather than to OCM. We may not be able to negotiate commissions, obtain volume discounts, aggregate trades, or obtain best execution. Under these circumstances, the client may pay a higher or lower rate of commission as compared to other clients who do not direct us to use a particular broker or dealer. Among other things, by directing trades through a specified broker-dealer, a client may not obtain the benefits of volume discounts or commission reductions resulting from combined orders placed by us.

It is also the trading policy of the firm to trade non-directed accounts on a client-rotation basis ahead of directed accounts on a client rotation basis.

#### Brokerage for Client Referrals

OCM does not pay for or receive payment for client referrals from broker-dealers or third parties for brokerage services.

#### Aggregation of Transactions

The Firm may (but is not obligated to) aggregate orders when possible and when dealing with the same broker-dealer, in order to achieve best execution with sales and purchases of equity securities.

Under this procedure, transactions will be price-averaged and allocated among our clients in proportion to the purchase and sale orders placed for each client account on any given day.

In certain situations, we may determine to purchase or sell a particular security in different strategies. In this situation, we will allocate trades on a pro rata basis among clients in the various strategies. When placing these trades, we will aggregate on a strategy-by-strategy basis; in other words, we will place trades in one strategy before placing trades in another strategy. It is possible that clients in one strategy will receive more favorable prices than clients in other strategies. Other advisers may aggregate trades for clients in all strategies, assuring that all clients receive the same price. We may rotate the trading sequence among the various strategies so that no one strategy is consistently traded before or after another. We may rotate the order in which we trade non-directed custodians first so that no one custodian or group of clients is favored over another and then rotate and trade directed custodians next so that no one custodian or group of clients is favored over another at the directed custodians.

If you direct us to use a specific broker-dealer, we may not be able to aggregate orders or achieve best execution.

#### Principal and Cross Agency Transactions

OCM does not affect any principal or agency cross securities transactions for client accounts. OCM also does not cross trade between client accounts. Principal transactions are generally defined as transactions where an adviser, acting as principal for its own account or the account of an affiliated broker-dealer, buys from or sells any security to any advisory client. An agency cross transaction is defined as a transaction where a person acts as an investment adviser in relation to a transaction in which the investment adviser, or any person controlled by or under common control with the investment adviser, acts as broker for both the advisory client and for another person on the other side of the transaction. Agency cross transactions may arise where an adviser is dually registered as a broker-dealer or has an affiliated broker-dealer.

#### **Item 13: Review of Accounts**

Portfolio managers continuously monitor portfolios and analyze market events and economic data bearing on investment strategy. In addition to this continuous monitoring, portfolio managers review each account on at least a monthly basis. Our investment process begins with a top-down evaluation of the macroeconomic environment and an assessment of any changes in market conditions. Consideration is also given to supply and demand factors affecting the future performance of various industries and sectors. This analysis leads to the setting of industry, duration, sector, and coupon targets in fixed income accounts and sector selection in equity accounts. Using sophisticated computer software modeling we then compare the structure of individual portfolios to the target and

analysis is performed to determine the most efficient transactions necessary to optimize portfolio structure.

The team of Fixed Income portfolio managers consists of Emily C. Becker (Senior Portfolio Manager), Phyllis Kyle (Portfolio Manager), Cappy M. Johnson (Advisor and Research Analyst), John M. Crain (Research Analyst) and Rodney J. Abele, CFA (Senior Advisor). The Committee is collectively responsible for all portfolio management and related research. Phyllis Kyle also serves as the firm's trader.

The team of portfolio managers involved in the management of the Strategic Dividend strategy include Rod Abele (Senior Portfolio Manager), John M. Crain (Portfolio Manager and Analyst) and Cappy M. Johnson (Portfolio Manager and Analyst).

Rodney J. Abele, CFA (Senior Portfolio Manager) and Cappy M. Johnson (Portfolio Manager and Analyst) are primarily responsible for managing the firm's high net worth individual accounts and smaller foundation and endowment accounts.

In that the assets of the client are held in custody, the Firm relies on the client's qualified custodian to send quarterly account statements directly to the client. The Firm will instruct the client to request that a copy of the quarterly accounting statements also be sent to the Firm.

#### **Item 14: Client Referrals and Other Compensation**

The marketing personnel of OCM are also marketing personnel of EOCM and are employed by both firms. When these employees market products and services of both firms, the clients are fully informed of the dual employment and are given the ADV Part 2A Brochures for both firms.

OCM does not maintain any arrangements with unaffiliated third parties in which the third party ("solicitor") will solicit clients on behalf of the applicant in return for a cash fee. In the event OCM was to engage a solicitor, OCM and the solicitor would enter into a written agreement setting forth the terms and conditions of their solicitation arrangement, including the compensation to be received by the solicitor for his or her solicitation services. OCM would monitor the solicitor's activities to ensure that he or she is performing his or her duties under the solicitation agreement in a manner consistent with OCM's instructions and the applicable provisions of the Investment Advisers Act of 1940.

In the event a solicitor solicited a client or prospective client on OCM's behalf, the solicitor would



furnish the client or prospective client with: (i) a current copy of OCM's disclosure statement in which information is given about OCM and its investment advisory business, as required by section 275.204-3 of the rules and regulations promulgated under the Investment Advisers Act of 1940 ("Rules") ("applicant disclosure statement"); and (ii) a copy of the solicitor disclosure statement in which information is provided about the solicitation arrangement between OCM and the solicitor as required by section 275.206(4)-3 of the Rules ("solicitor's disclosure statement"). OCM also would obtain from the client, prior to, or at the time of entering into any investment advisory agreement with the client, a signed and dated acknowledgment, acknowledging the client's receipt of OCM's disclosure statement and the solicitor's disclosure statement.

OCM would pay the solicitor a cash fee equal to a percentage of investment advisory fees paid to OCM by the client who enters into an investment advisory agreement with OCM as a result of the solicitor's solicitation activities. No part of the fee paid to the solicitor shall in any way be charged to any client of OCM. In addition, there shall be no differential among OCM's clients with respect to the amount or level of investment advisory fees charged by OCM, as a result of the existence of any agreement pursuant to which OCM has agreed to compensate a solicitor for rendering services in soliciting clients for, or referring clients to, OCM.

#### Other Compensation

OCM does not receive any other compensation other than the management and performance fees previously disclosed.

#### **Item 15: Custody**

OCM does not maintain physical custody of client funds. The custody of client funds are held by a qualified custodian of the client's choosing. However, OCM does have the ability to deduct advisory fees directly from certain clients' custodial accounts, which can be deemed to be a form of custody. In this cases, Clients will receive account statements from their qualified custodian. Even though we do, upon request, provide clients with customized statements of their accounts, we urge clients to compare the account statements they receive from the qualified custodian with those received from OCM.

#### **Item 16: Investment Discretion**

OCM will supervise and direct the investment of the client accounts subject to such limitations as the client may impose in writing. OCM as agent and attorney-in-fact with respect to the client's account, without prior consultation with the client, may, (a) direct the purchase, sell, exchange, conversion, and otherwise trade in stocks, bonds and other securities including money market instruments, (b) direct the amount of securities purchased, sold, exchanged, and otherwise traded,

(c) place orders for the execution of such securities transactions with other third party broker-dealers, and (d) determine the commission rates paid. OCM will allocate brokerage transactions in a manner it believes to be fair and responsible to its clients, and consistent with client objectives. Adhering to a strict formula will not be practicable given the variation in client objectives and guidelines.

#### **Item 17: Voting Client Securities**

The Firm shall vote proxies to the extent requested by client on behalf of the client's interests. Proxy votes generally will be cast in favor of proposals that maintain or strengthen the shared interests of shareholders and management, increase shareholder value, maintain or increase shareholder influence over the issuer's Board of Directors and management, and maintain or increase the rights of shareholders; proxy votes generally will be cast against proposals having the opposite effect. In certain limited cases, there may be conflict between the Advisor's interests and those of clients. In those cases, portfolio managers make every effort to vote in each specific client's best interest.

If the client has designated OCM as the voting agent, OCM will retain all records of such votes as required by law. OCM has contracted with Broadridge Financial Solutions, Inc. to handle Proxy Voting starting in 2013.

Clients may request information about how The Firm voted proxies on their behalf by contacting OCM directly. Upon request, The Firm's proxy voting policies and procedures will be sent to clients.

#### **Item 18: Financial Information**

In 2020, OCM participated in the Payroll Protection Program. Though OCM qualified for the PPP loan, the firm was not in danger of being unable to meet its obligations to its clients.

Investment Advisers are required to provide clients with certain information and disclosures regarding the financial condition of the Firm. OCM has no financial commitment that impairs its ability to meet contractual and fiduciary commitments to clients and has not been the subject of a bankruptcy proceeding.

# Orleans Capital Management Corporation

## Form ADV: Part 2B

Uniform Application for Investment Advisor Registration  
June 9, 2022

Item 1: Cover Page

Part 2B of Form ADV: Brochure Supplement

Orleans Capital Management Corporation  
830 West Causeway Approach, Suite 1200  
Mandeville, Louisiana 70471

Telephone: 504-592-4680  
Website: [www.orleanscapital.com](http://www.orleanscapital.com)

Supervised Persons (by location):

1. Emily C. Becker & Phyllis Kyle  
830 West Causeway Approach  
Suite 1200  
Mandeville, Louisiana 70471
2. Rodney J. Abele & Catherine M. Johnson  
2201 Veterans Blvd  
Suite 410  
Metairie, Louisiana 70002
3. John M. Crain  
9433 Bee Caves Road  
Bldg 3, Ste 103  
Austin, Texas 78733

This brochure supplement provides information about the Firm's portfolio managers that supplements the Orleans Capital Management Corporation brochure. You should have received a copy of that brochure. Please contact Sandra L. Lai or Amy LeBoeuf at Orleans Capital Management Corporation if did not receive Orleans Capital Management Corporation's brochure or if you have any questions about the contents of this supplement.

Additional information about all Orleans Capital Management Corporation is available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).



## **Emily C. Becker**

### Item 2: Educational Background and Business Experience

Emily C. Becker was born in 1967. Emily is a portfolio manager and member of investment committee and a principal owner of Orleans Capital Management. Emily is a senior portfolio manager with primary responsibility for most of the Firm's institutional fixed income accounts including pension funds, religious foundations and endowments.

Prior to joining Orleans Capital, Emily was an institutional investment officer at a Louisiana bank where she provided investment portfolio strategy and execution services. Emily began her career with the trust department at a major regional bank in Houston with principal responsibility in investment administration.

Emily holds a Bachelor's degree in economics from Baylor University and has more than 25 years' experience in the investment management field.

### Item 3: Disciplinary Information

There are no legal or disciplinary events associated with Emily C. Becker.

### Item 4: Other Business Activities

Emily C. Becker is not actively engaged in any investment-related business or occupation outside of Orleans Capital Management Corporation.

### Item 5: Additional Compensation

Emily C. Becker is not compensated on the bases of sales, client referrals, or new accounts.

### Item 6: Supervision

Emily C. Becker is president of Orleans Capital Management Corporation. Mrs. Becker operates under the strict guidelines of the firm's Written Supervisory Procedures Manual. Rodney J. Abele. serves as the supervisor for Emily C. Becker. Rodney J. Abele can be contacted through the Orleans Capital Management company information above.

### Item 7: Requirements for State-Registered Advisors

There are no liable claims or bankruptcy petitions associated with Emily C. Becker.

## **Rodney J. Abele**

### Item 2: Educational Background and Business Experience

Rodney J. Abele was born in 1945. Rod is a senior portfolio manager and member of investment committee and a principal owner of Orleans Capital Management. Rod is a senior portfolio manager with primary responsibility for high net worth individual accounts as well as public and corporate pension funds and religious foundations and endowments.

Formerly, Rod was an executive vice president of a major regional bank and manager of the Trust and Capital Markets Division. He began his career as a fixed income portfolio manager.

A Chartered Financial Analyst, Rod received a Bachelor's degree in Economics from the University of Notre Dame and a Master's of Business Administration from Tulane University. He is a past president of a religious foundation and currently serves on its Board of Directors. Rod has more than 30 years' experience in investment management.

### Item 3: Disciplinary Information

There are no legal or disciplinary events associated with Rodney J. Abele.

### Item 4: Other Business Activities

Rodney J. Abele is not actively engaged in any investment-related business or occupation outside of Orleans Capital Management Corporation.

### Item 5: Additional Compensation

Rodney J. Abele is not compensated on the bases of sales, client referrals, or new accounts.

### Item 6: Supervision

Rodney J. Abele is a principal owner and senior portfolio manager of Orleans Capital Management Corporation. Mr. Abele operates under the strict guidelines of the firm's Written Supervisory Procedures Manual. Emily C. Becker serves as the supervisor for Rodney J. Abele. Emily C. Becker can be contacted through the Orleans Capital Management company information above.

### Item 7: Requirements for State-Registered Advisors

There are no liable claims or bankruptcy petitions associated with Rodney J. Abele.

## **Phyllis Kyle**

### Item 2: Educational Background and Business Experience

Phyllis Kyle was born in 1964. Phyllis is the trader and a portfolio manager for the fixed income portfolios.

Prior to joining Orleans Capital, Phyllis was a Vice President at Whitney National Bank. There, she was responsible for executing all trades for taxable fixed income products for 12 salespeople covering institutional and retail clients. She provided portfolio analysis and recommendations, with a focus on community banks. She also trained bank personnel on how to maximize trading efficiencies. Prior to her role at Whitney, she held similar positions at three other regional banks during her career.

Phyllis has completed level 1 of the Chartered Financial Analyst program. She graduated from Louisiana State University with a BS in Finance.

### Item 3: Disciplinary Information

There are no legal or disciplinary events associated with Phyllis Kyle

### Item 4: Other Business Activities

Phyllis Kyle is not actively engaged in any investment-related business or occupation outside of Orleans Capital Management Corporation.

### Item 5: Additional Compensation

Phyllis Kyle is not compensated on the bases of sales, client referrals, or new accounts.

### Item 6: Supervision

Phyllis serves as a Trader and Portfolio Manager. Phyllis has primary responsibility for managing the firm's fixed income portfolios and as firm trader. Emily C. Becker serves as the supervisor for Phyllis Kyle. Emily C. Becker can be contacted through the Orleans Capital Management company information above.

### Item 7: Requirements for State-Registered Advisors

There are no liable claims or bankruptcy petitions associated with Phyllis Kyle.



## **Catherine (Cappy) M. Johnson**

### Item 2: Educational Background and Business Experience

Cappy Johnson was born in 1974. Cappy has more than 15 years of experience in investment management for foundation, endowment, and personal portfolios. Cappy started her career as a financial advisor in New York with a major Wall Street brokerage firm. She holds a Bachelor's degree and an M.B.A. in Finance from Tulane University.

Cappy's professional affiliations include the CFA Institute and the CFA Society of Louisiana where she is also a Past President. In addition, Cappy is a member of the Allstate Sugar Bowl committee and other local professional and civic organizations.

### Item 3: Disciplinary Information

There are no legal or disciplinary events associated with Cappy Johnson

### Item 4: Other Business Activities

Cappy Johnson is not actively engaged in any investment-related business or occupation outside of Orleans Capital Management Corporation.

### Item 5: Additional Compensation

Cappy Johnson is not compensated on the bases of sales, client referrals, or new accounts.

### Item 6: Supervision

Cappy serves as a Portfolio Manager and Analyst. Cappy has primary responsibility for managing the firm's high net worth individual accounts. Cappy also serves as firm analyst. Rodney Abele serves as the supervisor for Cappy Johnson. Rodney Abele can be contacted through the Orleans Capital Management company information above.

### Item 7: Requirements for State-Registered Advisors

There are no liable claims or bankruptcy petitions associated with Cappy Johnson.

## **John M. Crain**

### Item 2: Educational Background and Business Experience

John M. Crain was born in 1987. John has over 10 years experience in investment management as an analyst and trader. John started his career as an analyst with EOCM focused primarily in traditional, alternative/renewable and disruptive energy technologies. John holds a Bachelor's degree from Kenyon College in Gambier, Ohio.

Prior to working at EOCM, John participated in the Accelerator Business Internship Program at Vanderbilt University. While in this program, John worked with many well-known companies such as Bridgestone and Lexus presenting solution based presentations. John also worked briefly for a local Houston bank in customer service.

### Item 3: Disciplinary Information

There are no legal or disciplinary events associated with John M. Crain

### Item 4: Other Business Activities

John M. Crain is dually registered as an investment adviser representative with Orleans Capital Management Corporation and EOCM. He is a Portfolio Manager and Analyst with OCM and President. Portfolio Manager, Analyst and Owner for EOCM. When evaluating the needs of a client, individuals who are investment adviser representatives of both EOCM and OCM will disclose to the client that services can be provided through either advisory firm and will work with the client to determine whether the services of EOCM or OCM are most appropriate to the client. As the fees charged by EOCM may be higher or lower than those charged by OCM, clients should be aware that, in this situation, the possibility of receiving greater compensation by recommending one firm over the other presents a potential conflict of interest. The firm monitors the activities of each investment adviser representative to guard against actual conflicts and make certain the client's interests are protected.

### Item 5: Additional Compensation

John M. Crain is not compensated on the bases of sales, client referrals, or new accounts. However, John M. Crain does receive additional compensation in his position as Assistant Portfolio Manager and Analyst at EOCM.

### Item 6: Supervision

John M. Crain serves as a Portfolio Manager and Analyst for Orleans Capital Management. John M. Crain has primary responsibility for managing the firm's strategic dividend large cap value strategy. John also serves as firm analyst. Emily C. Becker serves as the supervisor for John M. Crain. Emily C. Becker can be contacted through the Orleans Capital Management Company information above.

### Item 7: Requirements for State-Registered Advisors

There are no liable claims or bankruptcy petitions associated with John M. Crain.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Theodore Liftman Insurance, Inc. 101 Federal Street  Boston MA 02110		<b>CONTACT NAME:</b> Mark Liftman <b>PHONE (A/C, No, Ext):</b> (617) 439-9595 <b>FAX (A/C, No):</b> (617) 439-3099 <b>E-MAIL ADDRESS:</b> mark@liftman.com	
<b>INSURED</b> Orleans Capital Management  P.O. Box 1750 Mandeville LA 70470		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Pacific Insurance Company, Ltd INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: CL2263007965


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Investment Advisor</b> D&O/E&O			DC0221175-22	7/13/2022	7/13/2023	Limit: \$5,000,000 Deductible: \$200,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mark Liftman/MSL 

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/26/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Theodore Liftman Insurance, Inc. 175 Federal Street  Boston MA 02110		<b>CONTACT NAME:</b> Mark Liftman <b>PHONE (A/C, No, Ext):</b> (617) 439-9595 <b>FAX (A/C, No):</b> (617) 439-3099 <b>E-MAIL ADDRESS:</b> mark@liftman.com	
<b>INSURED</b> Orleans Capital Management Ms. Amy LeBoeuf P.O. Box 1750 Mandeville LA 70470		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Coalition Insurance Solutions, Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

**COVERAGES****CERTIFICATE NUMBER:** CL2272608024**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Cyber Security			C4LPT156080CYBER2022	6/2/2022	6/2/2023	Limit: \$1M Retention: \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Liftman/MSL

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## Section 2

- General Professional Services Questionnaire



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**SOQ-22-041 Investment Manager for the Parish of Jefferson**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

21-Jul-2022 12:50:33 PM



## **General Professional Services Questionnaire Instructions**

- The General Professional Services Questionnaire shall be used for all professional services except outside legal services and architecture, engineering, or survey projects.
- **The General Professional Services Questionnaire should be completely filled out. Complete and attach ALL sections. Insert “N/A” or “None” if a section does not apply or if there is no information to provide.**
- Questionnaire must be signed by an authorized representative of the Firm. Failure to sign the questionnaire shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- All subcontractors must be listed in the appropriate section of the Questionnaire. Each subcontractor must provide a complete copy of the General Professional Services Questionnaire, applicable licenses, and any other information required by the advertisement. Failure to provide the subcontractors' complete questionnaire(s), applicable licenses, and any other information required by the advertisement shall result in disqualification of proposer pursuant to J.P. Code of Ordinances Sec. 2-928.
- If additional pages are needed, attach them to the questionnaire and include all applicable information that is required by the questionnaire.

## General Professional Services Questionnaire

**A. Project Name and Advertisement Resolution Number:**

Statement of Qualifications for Investment Manager for the Parish of Jefferson. Resolution #139969 SOQ#22-041.

**B. Firm Name & Address:**

Orleans Capital Management  
830 West Causeway Approach Suite 1200  
Mandeville LA 70471

Additional Locations:  
2201 Veterans Blvd. Suite 400  
Metairie LA 70002

9433 Bee Caves Road Bldg. 3 Suite 130  
Austin TX 78733

**C. Name, title, & contact information of Firm Representative, as defined in Section 2-926 of the Jefferson Parish Code of Ordinances, with at least five (5) years of experience in the applicable field required for this Project:**

Emily C. Becker  
President  
504-592-4676

Gary Welchel  
Executive Vice President  
504-592-4680

**D. Address of principal office where Project work will be performed:**

830 West Causeway Approach Suite 1200  
Mandeville LA 70471

**E. Is this submittal by a JOINT-VENTURE? Please check:**

YES \_\_\_\_\_ NO <sup>x</sup> \_\_\_\_\_

If marked "No" skip to Section H. If marked "Yes" complete Sections F-G.

**F. If submittal is by JOINT-VENTURE, list the firms participating and outline specific areas of responsibility (including administrative, technical, and financial) for each firm. Please attach additional pages if necessary.**

1.

2.

## General Professional Services Questionnaire

G. Has this JOINT-VENTURE previously worked together? Please check: YES \_\_\_\_\_ NO \_\_\_\_\_

H. List all subcontractors anticipated for this Project. Please note that all subcontractors must submit a fully completed copy of this questionnaire, applicable licenses, and any other information required by the advertisement. See Jefferson Parish Code of Ordinances, Sec. 2-928(a)(3). Please attach additional pages if necessary.

Name & Address:	Specialty:	Worked with Firm Before (Yes or No):
1. None		
2. None		
3. None		
4. None		
5. None		



## General Professional Services Questionnaire

**I. Please specify the total number of support personnel that may assist in the completion of this Project:**

5

**J. List any professionals that may assist in the completion of this Project. If necessary, please attach additional documentation that demonstrates the employment history and experience of the Firm's professionals that may assist in the completion of this Project (i.e. resume). Please attach additional pages if necessary.**

### **PROFESSIONAL NO. 1**

**Name & Title:**

Emily C. Becker  
President/Senior Portfolio Manager

**Name of Firm with which associated:**

Orleans Capital Management

**Description of job responsibilities:**

Ms. Becker serves as Senior Portfolio Manager and member of the firm's investment and fixed income committees and is directly involved with the management of all institutional accounts at the firm.

**Years' experience with this Firm:**

28 years

**Education: Degree(s)/Year/Specialization:**

Bachelor's degree in Economics from Baylor University

**Other experience and qualifications relevant to the proposed Project:**

Ms. Becker serves as a Senior Portfolio Manager and as Head of Fixed Income with primary responsibility for public and corporate pension funds and foundations. Before joining the firm, Ms. Becker was an institutional officer at a major bank where she provided portfolio strategy and execution services. She began her career with the trust department at a major regional bank in Houston. Ms. Becker holds a Bachelor's degree from Baylor University in Economics and has over 30 years investment management experience.

## General Professional Services Questionnaire

PROFESSIONAL NO. 2
<b>Name &amp; Title:</b>
Rodney J. Abele, Jr. Senior Portfolio Manager
<b>Name of Firm with which associated:</b>
Orleans Capital Management
<b>Description of job responsibilities:</b>
Mr. Abele is a senior portfolio manager with primary responsibility for public and corporate pension funds as well as religious foundations and endowments.
<b>Years' experience with this Firm:</b>
31 years
<b>Education: Degree(s)/Year/Specialization:</b>
Mr. Abele holds a Bachelor' degree in Economics from the University of Notre Dame and a Master's of Business Administration from Tulane University.
<b>Other experience and qualifications relevant to the proposed Project:</b>
Mr. Abele, (a founder of OCM), is a senior portfolio manager with primary responsibility for managing assets for high net worth individuals, foundations and endowments. Formerly, Mr. Abele was an executive vice president of a major regional bank, serving as manager of the Trust and Capital Markets division. A Chartered Financial Analyst, he has been with the firm since the firm's inception in 1991.

## General Professional Services Questionnaire

PROFESSIONAL NO. 3
<b>Name &amp; Title:</b>
Phyllis M. Kyle Portfolio Manager/Trader
<b>Name of Firm with which associated:</b>
Orleans Capital Management
<b>Description of job responsibilities:</b>
Ms. Kyle is the primary securities trader, serves as a portfolio manager and also serves on the firm's investment committee.
<b>Years' experience with this Firm:</b>
21 years
<b>Education: Degree(s)/Year/Specialization:</b>
Ms. Kyle holds a Bachelor's degree in Finance from Louisiana State University
<b>Other experience and qualifications relevant to the proposed Project:</b>
Ms. Kyle was a vice president with a regional bank and was responsible for fixed income securities trading and portfolio strategy implementation. Prior to that, she was a vice president and securities trader with another bank. She has been providing trading for institutional and individual accounts for over 20 years.



## General Professional Services Questionnaire

PROFESSIONAL NO. 4
<b>Name &amp; Title:</b>
Cappy M. Johnson Advisor/Portfolio Manager
<b>Name of Firm with which associated:</b>
Orleans Capital Management
<b>Description of job responsibilities:</b>
Ms. Johnson is a portfolio manager at the firm with more than 20 years of investment management experience primarily for foundation, endowment and individual portfolios. She also provides fixed income research and analytical support to the firm's investment committee.
<b>Years' experience with this Firm:</b>
18 years
<b>Education: Degree(s)/Year/Specialization:</b>
Bachelor's degree and an MBA from Tulane University
<b>Other experience and qualifications relevant to the proposed Project:</b>
Prior to joining Orleans Capital, Ms. Johnson was a financial advisor in New York with a major Wall Street brokerage firm.

## General Professional Services Questionnaire

### PROFESSIONAL NO. 5

**Name & Title:**

John M. Crain  
Research Analyst/Portfolio Manager

**Name of Firm with which associated:**

Orleans Capital Management

**Description of job responsibilities:**

Mr. Crain serves as a research analyst for all of the firm's investment products, alternative, renewable and disruptive energy technologies.

**Years' experience with this Firm:**

5 years

**Education: Degree(s)/Year/Specialization:**

Bachelor's degree from Kenyon College.

**Other experience and qualifications relevant to the proposed Project:**

Mr. Crain also serves as President and portfolio manager with Orleans Capital's affiliate, Energy Opportunities Capital Management (EOCM).

## General Professional Services Questionnaire

**K. List all prior projects that best illustrate the Firm's qualifications relevant to this Project. Please include any and all work performed for Jefferson Parish. Please attach additional pages if necessary.**

### PROJECT NO. 1

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Police Jury Association of LA  Guy Cromier Executive Director 707 North 7th Street Baton Rouge LA 70802 225-343-2835	Investment management.
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 5/31/97 (25 years)	Fees based on assets under management.

### PROJECT NO. 2

<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Louisiana Municipal Association  John Gallagher Executive Director 700 North 10th Street Baton Rouge LA 70821 225-344-5001	Investment management
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 2/28/97 (25 years)	Fees based on assets under management.



## General Professional Services Questionnaire

<b>PROJECT NO. 3</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Louisiana Assessor's Retirement Fund  Kathy Bertrand Executive Director P.O. Box 14699 Baton Rouge LA 70898 225-928-8886	Investment management
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 2/29/00 (22 years)	Fees based on assets under management.

<b>PROJECT NO. 4</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
Firefighter's Retirement System of LA  Stephen Stockstill Executive Director 3100 Brentwood Drive Baton Rouge LA 70809 225-925-4040	Investment management
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 8/31/92 (30 years)	Fees based on assets under management.

## General Professional Services Questionnaire

<b>PROJECT NO. 5</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>LA State Employees' Retirement System</p> <p>Bobby Beal Executive Director P.O. Box 44213 Baton Rouge LA 70804 225-925-7186</p>	<p>Investment management</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 10/31/94 (28 years)</p>	<p>Fees based on assets under management.</p>

<b>PROJECT NO. 6</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Oklahoma Firefighters' Pension &amp; Retirement System</p> <p>Chase Rankin Executive Director 6601 Broadway Extension Suite 100 Oklahoma City OK 73116 405-522-4600</p>	<p>Investment management</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 7/31/2014 (8 years)</p>	<p>Fees based on assets under management.</p>

## General Professional Services Questionnaire

<b>PROJECT NO. 7</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
United Methodist Foundation of LA  Tracie Wharton Controller 8337 Jefferson Hwy Baton Rouge, LA 70809 225-387-8362	Investment Management
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 5/31/2000 (22 years)	Fees based on assets under management.

<b>PROJECT NO. 8</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
LA Registrars of Voters Employees' Retirement System  Kathy Bourque Director P.O. Box 1959 Gonzales LA 70707 800-510-8515	Investment Management
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
Since 10/31/2002 (20 years)	Fees based on assets under management.

## General Professional Services Questionnaire

<b>PROJECT NO. 9</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>Municipal Police Employees' Retirement System</p> <p>Benjamin A. Huxen, II CPA Executive Director &amp; General Counsel 7722 Office Park Blvd. Suite 200 Baton Rouge LA 70809 225-443-4248</p>	<p>Investment management</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 1/31/09 (13 years)</p>	<p>Fees based on assets under management.</p>

<b>PROJECT NO. 10</b>	
<b>Project Name, Location and Owner's contact information:</b>	<b>Description of Services Provided:</b>
<p>City of Mobile, AL Police &amp; Firefighters Pension Fund</p> <p>Bryan T. Lee Chairman of the Board 300 Trent Mill Court Mobile AL 36608 251-604-9263</p>	<p>Investment management</p>
<b>Length of Services Provided:</b>	<b>Cost of Services Provided:</b>
<p>Since 7/31/03 (19 years)</p>	<p>Fees based on assets under management.</p>



## General Professional Services Questionnaire

**L. List all prior and/or on-going litigation between Firm and Jefferson Parish. Please attach additional pages if necessary.**

Parties:		Status/Result of Case:
Plaintiff:	Defendant:	
1. None		
2. None		
3. None		
4. None		

**M. Use this space to provide any additional information or description of resources supporting Firm's qualifications for the proposed project.**

Orleans Capital Management is a highly experienced and well-resourced advisor of many public sector funds. OCM has and does currently manage assets for Jefferson Parish. Orleans Capital is currently and has been the Investment Manager for the Jefferson Parish Hospital Service District No. 2 since October 2016. OCM was also the Investment Manager for Jefferson Parish Hospital Service District No. 1 from August 2016 thru December 2020. The firm is minority (women) owned, is employee owned and has been focused solely on constructing and managing portfolios to deliver attractive risk-adjusted returns for institutional clients since 1991.

**N. To the best of my knowledge, the foregoing is an accurate statement of facts.**

Signature:  Print Name: Emily C. Becker

Title: President Date: 8-18-22