

**CADDO PARISH COMMISSION**  
**505 TRAVIS STREET, GOVERNMENT PLAZA**  
**PUBLIC NOTICE**  
**WORK SESSION AGENDA**  
Streaming at [www.caddo.org](http://www.caddo.org)  
January 21, 2020  
3:30 P.M.

1. ROLL CALL:

**Commissioners:**

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Taliaferro	District 8
Jackson	District 3	Atkins	District 9
Young	District 4	Chavez	District 10
Burrell	District 5	Lazarus	District 11
Cawthorne	District 6	Epperson	District 12

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

4. AGENDA ADDITIONS:

5. CITIZENS COMMENTS:

Citizens who wish to address the Commission must fill out a comment card and forward to the President or the Clerk of the Commission

Comments by any citizen will be limited to 3 minutes

6. VISITORS:

6.I. 2030 Master Plan Update

7. REPORTS:

Administrator Report

Documents:

[ADMINISTRATION REPORT FOR TUESDAY, JANUARY 21, 2020.PDF](#)

8. COMMISSION REMARKS

Communiques, reports and other items related to Work Session Agenda.

9. PRESIDENT'S REPORT:

10. OLD BUSINESS:

10.I. Special Resolution Of Recognition Lowder Baking Company  
RESOLUTION OF RECOGNITION TO LOWDER BAKING COMPANY, 2020 KING  
CAKE RECOGNITION

(Commissioner Chavez)

11. NEW BUSINESS:

11.I. Authorize Resolution No. 6 Of 2020  
A RESOLUTION TO RELOCATE POLLING PLACE FOR PRECINCT NOS. 88, 114,  
133, AND 163 FROM CALVARY UNITED PENTECOSTAL CHURCH, 6811  
WOOLWORTH ROAD, SHREVEPORT, LOUISIANA 71129 TO WALNUT HILL  
ELEMENTARY MIDDLE SCHOOL, 9360 WOOLWORTH ROAD, SHREVEPORT,  
LOUISIANA 71129, AND OTHERWISE PROVIDING WITH RESPECT THERETO

Documents:

[6 POLLING PLACE PRECINCT NOS. 88-114-133-163.PDF](#)

- 11.II. Authorize Resolution No. 7 Of 2020  
A RESOLUTION TO RECOGNIZE THE 70TH ANNIVERSARY OF BOOKER T. WASHINGTON HIGH SCHOOL, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Commissioner Jackson)

Documents:

[7 BOOKER T. WASHINGTON RESOLUTION.PDF](#)

- 11.III. Request LADOTD To Perform A Market Study At The Intersection Of LA 1 North And MLK For Left Turn Going North

(Commissioner Jackson)

- 11.IV. Authorize Appointment To The Metropolitan Planning Commission  
AUTHORIZE APPOINTMENT OF MS. LAURA NEUBERT TO THE METROPOLITAN PLANNING COMMISSION, TERM TO EXPIRE JANUARY 1, 2026.

(Commissioner Chavez)

Documents:

[NEUBERT RESUME.PDF](#)

[REMEDIES LETTER.PDF](#)

- 11.V. Authorize Removal Of Mr. LeMar Flukers From The Industrial Development Board. Term Expires August 22, 2025.

(Commissioner Jackson)

- 11.VI. Authorize Appointment Of Marvin Muhammed To Fill The Unexpired Term Of Mr. LeMar Flukers. Term To Expire August 22, 2025

(Commissioner Jackson)

Documents:

[MARVIN MUHAMMED RESUME.PDF](#)

- 11.VII. Authorize Appointment To Fill The Expired Term Of Mr. Roger DeKay On The Industrial Development Board. Term To Expire August 22, 2025.

1. Mr. William C. Bradford (Atkins)
2. Mr. Demetrius Norman (Young)
3. Ms. Earnestine Smith (Taliaferro)
4. Kay Proby-Waller (Epperson)

Documents:

[EARNESTINE SMITH PROFESSIONAL VITA.PDF](#)

[WILLIAM C. BRADFORD RESUME.PDF](#)

[EARNESTINE SMITH CERTIFICATIONS.PDF](#)

- 11.VIII. Authorize Special Resolution Of Recognition  
RESOLUTION OF RECOGNITION TO MR. DOUG DOMINICK FOR YEARS OF  
SERVICE AS CADDO PARISH COMMISSIONER  
  
(Commissioner Hopkins)
- 11.IX. Authorize Discussion Of Start Date And Pay For Commission Clerk.  
(Commissioner Chavez)
- 11.X. Authorize The Parish Attorney To Request An Ethics Opinion Regarding Jeff Everson's  
Employment As Caddo Parish Commission Clerk.  
(Commissioner Johnson)

12. COMMUNIQUE/COMMITTEE REPORTS:

13. CITIZENS COMMENTS (Late Arrivals)

Citizens who wish to address the Commission must fill out a comment card and forward  
to the President or the Clerk of the Commission

Comments by any citizen will be limited to 3 minutes

14. CONSENT AGENDA

- 14.I. ORDINANCE NO. 5941 OF 2020  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND IN THE AMOUNT  
OF \$10,000 TO PROVIDE AN APPROPRIATION FOR THE SHOWTIME BOXING  
EVENT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO  
  
(Commissioners Chavez & Johnson)

Documents:

[ORD- SHOWTIME BOXING EVENT.PDF](#)

14.II. RESOLUTION NO. 2 OF 2020

A RESOLUTION TO AMEND THE CADDO PARISH COMMISSION BYLAWS TO  
REQUIRE RESUMES FOR COMMISSION APPOINTMENTS, AND OTHERWISE  
PROVIDING WITH RESPECT THERETO.

(Commissioner Jackson)

Documents:

[2 REQUIRING RESUMES \(003\).PDF](#)

- 14.III. Confirm Appointment Of Ms. Susan Stevenson To The Caddo Fire District No. 4 Board.  
Term To Expire January 1, 2022  
(District 11)

15. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.

INTER-OFFICE CORRESPONDENCE

PARISH OF CADDO

DATE: JANUARY 21, 2020  
TO: CADDO PARISH COMMISSION  
FROM: ADMINISTRATION

---

INFORMATION

- 1.) 2020 State of Louisiana Legislative Session
- 2.) December 2019 Monthly Financials

**RESOLUTION NO. 6 OF 2020**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO RELOCATE POLLING PLACE FOR PRECINCT NOS. 88, 114, 133, AND 163 FROM CALVARY UNITED PENTECOSTAL CHURCH, 6811 WOOLWORTH ROAD, SHREVEPORT, LOUISIANA 71129 TO WALNUT HILL ELEMENTARY MIDDLE SCHOOL, 9360 WOOLWORTH ROAD, SHREVEPORT, LOUISIANA 71129, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the established polling location for Precinct Nos. 88, 114, 133, and 163 is Calvary United Pentecostal Church, located at 6811 Woolworth Road, Shreveport, Louisiana 71129; and

WHEREAS, the owner of the polling place has stated that they no longer wish to be a polling place; and

WHEREAS, Walnut Hill Elementary Middle School, located at 9360 Woolworth Road, Shreveport, Louisiana 71129 is available to serve as the polling place for Precinct Nos.88, 114, 133, and 163; and

WHEREAS, Walnut Hill Elementary Middle School meets all requirements for polling Places and is located 1.7 miles from Calvary United Pentecostal Church.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Caddo Parish Commission does hereby change the polling location for Precinct Nos.88, 114, 133, and 163 from Calvary United Pentecostal Church, 6811 Woolworth Road, Shreveport, Louisiana 71129 to Walnut Hill Elementary Middle School, 9360 Woolworth Road, Shreveport, Louisiana 71129.

BE IT FURTHER RESOLVED that notice of this change shall be published in the official journal of the parish in accordance with La.R.S. 18:535.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this resolution which can be given effect without the invalid provisions, items or applications and to this end the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**RESOLUTION NO. 7 OF 2020**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO RECOGNIZE THE 70TH ANNIVERSARY OF BOOKER T. WASHINGTON HIGH SCHOOL, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, Booker T. Washington High School in Shreveport opened on January 23, 1950, on a 33 acres campus in the Lakeside/Allendale Community. The new school building situated within a thriving African-American neighborhood immediately became a community icon and demonstrated that place matters; and

WHEREAS, Booker T. Washington offered basic high school and college prep academic courses in english, literature, music, social science, health, general science, biology, algebra, geometry, chemistry and physical education as well as numerous vocational courses; and

WHEREAS, numerous graduates of Booker T. Washington High School have become prominent educators, doctors, lawyers, politicians, business professionals, writers and many have become prominent in other crafts and professions; and

WHEREAS, because of the dedication and competencies of the school's principals, teachers and staff since 1950 and the contribution that its students have made to this State and Nation, in 2015 Booker T. Washington High School distinguished heritage and tradition qualified it to be registered in the National Register of Historic Places.

NOW THEREFORE BE IT RESOLVED by the Caddo Parish Commission, meeting in regular and legal session convened, that it does hereby recognize the 70th Anniversary of Booker T. Washington High School and the many contributions that its faculty and students have made to the State and Nation during those 70 years.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately.



# LAURA NEUBERT

## EDUCATION

---

1999 - 2002	Louisiana Tech University
M.A. Industrial Organizational Psychology	
1990 - 1995	Louisiana Tech University
B. S. General Studies, Business Administration, Summa Cum Laude	
Licensed General Contractor, State of Louisiana 11/23/2010	
Home Improvement Contractor	03/26/2012
Mold Remediation Contractor	12/2016
EPA Lead Safe Firm RRP license	12/2016

## SUMMARY OF QUALIFICATIONS

---

A diverse individual with 14 years of experience at Southwestern Electric Power Company in several areas of the company including Procurement, Human Resources, Rates, Special Contract Billing, Load Research, and past Instructor at Louisiana Tech University in the Undergraduate program at Barksdale Airforce Base. Current Owner and Business Manager for LaDanCo, LLC of Shreveport, LA

## PROFESSIONAL EXPERIENCE

---

2000- present LaDanCo LLC 5505 Greenwood Rd. Shreveport, LA 71107  
Member/Owner

Licensed in State of LA: **Building Contractor, Mold Remediation Contractor, Fencing Contractor, Home Remodeler, Renovate, Repair & Paint Contractor (LEAD Safe Firm with EPA)**

2002-2003 Louisiana Tech University BAFB, LA  
Adjunct Instructor - Undergraduate Psychology program

1989 - 2003 Southwestern Electric Power Company Shreveport, LA  
Procurement - 3 years

Human Resources - 5 years

Rates - 5 years

Special Contract Billing & Load Research - 1 year

### Honors

Served as a United States Senate Page July 1982 and July of 1983

## REFERENCES

---

Johna Hays, 318-673-3793, SWEPCO, HR Manager

Glenda Maddox, 318-456-5005, LA Tech University, Assoc. Professor

Shelia Robbins, 318-965-1544, Robbins Medical Mgt., Owner

7597 DIXIE BLANCHARD RD. • SHREVEPORT, LA 71107  
PHONE (318) 393-4139 • FAX (318) 929-1393 • E-MAIL  
LAURA@LADANCOLLC.COM

**RONALD REMEDIES**

**318.603.5315 O**

**318.426.0223 C**

**ronnie@shreveportlimousine.com E**

1200 Marshall Street  
Shreveport, LA 71101

---

Caddo Parish Commission  
Commissioner Mario Chavez, Commission President  
505 Travis St #110  
Shreveport, LA 71101

January 13, 2020

Commissioner Chavez,

It was an honor to serve our community over the past 6 years on the Caddo-Shreveport Metropolitan Planning Commission. I sincerely appreciate the confidence of the Parish Commission and its appointment to the board.

I hope I was able to make a positive contribution to move Caddo Parish toward a more business friendly environment with consistency in development and zoning. I am confident the MPC is in good hands with Alan Clark as Executive Director and feel his passion for our community is aligned with his approach to his work.

Due to an increased work schedule and family obligations, I do not wish to be considered for re-appointment. I believe changing faces on governing boards also brings fresh ideas, new energy, and reduces stagnation, which is vital to our long term success.

I sincerely hope my predecessor shares similar enthusiasm and commitment to making our community better.

Sincerely,



Ronnie Remedies

# MARVIN MUHAMMAD

P.O. BOX 3744 SHREVEPORT, LA 71133 · 318.344.9966

[Protocol1877@gmail.com](mailto:Protocol1877@gmail.com) · [Marvin T. Muhammad: LinkedIn Profile](#) ·

## OBJECTIVE

To utilize my education, experience and life skills to enhance entrepreneurial opportunities while working for the uplift of my community and my city.

## EXPERIENCE

**AUGUST 2019 – CURRENT**

**OWNER, TURNKEY PAINTING & REMODELING**

Perform estimates and oversee jobsite management to ensure quality standards are met and payroll; explore business development opportunities.

**JUNE 2015 – MAY 2019**

**ESTIMATOR PROJECT MANAGER, OMEGA PAINTING & CONSTRUCTION**

Performed estimates and facilitated/managed work crews. Formulated material list and supervised project from start to completion.

## EDUCATION

**NOVEMBER 2019 - CURRENT**

**CERTIFICATE OF COMPLETION, WORKSHOP IN BUSINESS OPPORTUNITIES (WIBO)**

To enable small business owners and budding entrepreneurs from under-served communities to obtain financial success by starting, operating, and building successful businesses that develop economic power, provide jobs, and improve communities.

**JULY 2002**

**BACHELORS OF SOCIAL WORK (BSW), GRAMBLING STATE UNIVERSITY**

**DECEMBER 2000**

**ASSOCIATES OF ARTS IN SOCIOLOGY, SOUTHERN UNIVERSITY AT SHREVEPORT**

## COMMUNITY SERVICE

- Founded the Green & Gold Foundation to support the education institutions in the Martin Luther King community.
- Lifetime member of the Southern University at Shreveport Alumni Association.
- Member of the NAACP Shreveport Chapter.

- Member of the Grambling State University Alumni Association.
- Member of the Shreveport-Bossier Chamber of Commerce.
- Member of Rising Star #2, Prince Hall Lodge.

## EARNESTINE SMITH

### E. WILLIAMS-SMITH & ASSOCIATES, LLC

1502 Arlington Avenue  
Shreveport, Louisiana 71103-2513  
Post Office Box 37773  
Shreveport, Louisiana 71133-7773  
[Smith905@att.net](mailto:Smith905@att.net)  
[Ewilsmith.smith@gmail.com](mailto:Ewilsmith.smith@gmail.com)

(318) 347-7010

Fax (318) 222-6180

### PROFESSIONAL VITA

High-caliber, energetic executive with successful leadership experience. Demonstrated analytical ability and technical knowledge to identify issues provide consultative solutions and implement recommendations. Demonstrated expertise in assessing organizational culture, design and developing technical and performance driven solutions and facilitate teams. Exceptional ability to formulate and implement strategies and policies, resulting in effective execution of initiatives. Adept at building trust and confidence at early stages even in challenging environments with passion for empowering quality in lives and communities. I am a noted liaison that utilizes leadership, time and resources effectively. My strong analytical approach yields research that facilitates goal achievement and accountability.

As Chief Executive Officer of E. Williams-Smith & Associates LLC. I have over 34 years experience within the area of management, business development, business/political consultant, project management, grant facilitator, community development and governmental relations.

### PROGRAM DEVELOPMENT & MANAGEMENT

- Directed program development, management training, technical assistance and administrative support to non-profits and profits, which resulted in a tenfold programmatic increase.
- Provide technical assistance to small and developing business.
- Develop Business Plans and Resource Guides
- Developed Strategic and Operational Plans for small business.
- Developed and effective program for community leaders and public officials to enhance the image of organization within the community
- Planned, develop, organize and manage a professional training program for real estate developers, investor and lenders engaged in the development of financing and management of residential and commercial properties.
- Obtain funding from federal, state and private foundation. Funding in excess of \$100 million and above from private investors and lenders.

- Worked within the structures of public policy and government and anticipate the need of public policy makers.
- Conducted seminars on topics ranging from how to obtain financing for projects, bank presentation and government contract information.
- Prepare small business for Incorporation, 8(a) certifications, MBE, DBE and non-profit for 501 (c) (3) status.
- Developed and prepare document for financing from International Companies
- A Certified Administrative Manager.
- Obtained and manage grants for profit, non-profit and construct proposal that received no less than \$3 million in funding.
- Engage financial institutions in community development lending thru collaborative lending, which demonstrated shared risks, shared staffing and /or mitigated-risk lending programs.

#### POLITICAL CONSULTANT AND MANAGEMENT

- Offer communication and public relation service/advice to public figures, politicians, CEO, as well as nonprofit groups and private business.
- Work closely with the client to develop and produce the right level of research, voter polling, field strategy and get out the vote efforts.
- Plan election/business campaigns to ensure that the client remains in the public eye.
- Arrange publicity drives (television, radio and appearances at public meeting).
- Prepare schedules for the client so that the client can cover the maximum number of constituencies.
- Handle all aspects of public relation for the client.
- Review all written address notes of the client making sure is apt for the audience.
- Follow the trend of the campaign as it progresses and make changes accordingly.
- Use creativity in developing innovative campaign strategies.

#### Education:

- Master of Business Administration, from Trinity University and a minor in Psychology
- Bachelor of Arts in Business Development and Administration from San Antonio College
- Associate in Computer Science from University of Arizona (Tucson Campus)

*Additional studies:* Notary for the State of Louisiana (Commissioned for Life), 8(a)  
Contractor with the U. S. Small Business Administration, Personnel & Human Resource,  
Political Science

Management from Louisiana State University, Certified Administrative Manager (CAM).  
Business Administration -University of Maryland (USAF Campus Okinawa).

### CAREER SUMMARY

1997 – Present Chief Executive Officer of E. Williams-Smith & Associates LLC. Providing business/political consulting in the areas of strategic planning for diversity, organization development, and proposal/grant writing financial analysis, feasibility and cost/benefit studies. Delivering an array of services, utilizing both traditional and innovative approaches to proactive training, proposal/grant writing, project management and business development which are applicable to the non-profit corporation as well as for profit corporations including political campaign.

1995 – 1997 National Baptist Convention of America, Inc. Administrative and Confidential Assistant to the President. Worked with all the Churches in the convention, addressing issues of concerns to the August Body.

1983 – 1995 State of Louisiana Legislative Division. Senatorial Administrative Assistant. Review proposed legislation, organize public hearings and meetings. Prepare statement and letters for State Senator. Conduct polling and public opinion research on local, state and federal issues. Conducted campaign-planning, strategy, secondary research for targeting voters and developing fundraising strategies. Handle sensitive constituent contact. Analyzed impact of proposed legislation.

1975 – 1983 Poulan Weed Eater, Inc. Sales and Marketing Specialist. Directed marketing research projects from study design through analysis of data and report-writing. Provide manufacturers/advertising agencies with primary research data developing marketing strategies. Forecasting new product potentials, optimized product growth and identifying sales opportunities. Interacted with international clients on research data and fulfillment.

1969 – 1975 Trinity University, San Antonio, Texas. Public Access Coordinator. Created community programs using community volunteers. Worked with the local government and school systems.

#### PROFESSIONAL AFFILIATIONS

- Certified Administrative Managers Association
- National Female Executive
- National Political Congress of Black Women
- National Organization of Women
- Equal Employment Opportunity Commission
- National Notary Association

Reference: Upon request



# William C. Bradford, Jr., Esq.

---

333 Texas Street, Suite 700, Shreveport, Louisiana 71101. [wbradford@bwor.com](mailto:wbradford@bwor.com)

## Education

### **Southern University Law Center, Baton Rouge, LA**

*Juris Doctor, May 2009*

- *The Journal of Race, Gender, and Poverty* – Symposium Editor
- Southern University Moot Court Board – Vice-Chair
- Black Law Students Association – Chapter Vice-President
- Southern University Law Center Recruitment Committee

### **Southern University Law Center Summer Abroad London**

*City University, London, England, Summer 2007*

- Studied Private International Law and International Criminal Law

### **Dillard University, New Orleans, LA**

*Bachelor of Arts, English, July 2006*

- Alpha Phi Alpha Fraternity, Inc.
- Omicron Delta Kappa National Leadership Society
- Sigma Tau Delta English Honor Society

## Experience

### **Blanchard, Walker, O'Quin & Roberts, APLC**

*Of Counsel, February 2019 - Present*

- Attorney responsible for client development and file management
- Practices in areas of Municipal and Regulatory law, public finance, commercial transactions & general litigation

### **The City of Shreveport**

*City Attorney, February 2015- December 2018*

- Chief Legal Adviser to the Mayor, City Council, Department and Boards
- Acted as Issuer's Counsel on all public finance transactions
- Manager of staff and contract attorneys on various legal matters

### **The Malone Law Firm, Shreveport, LA**

*Attorney, July 2011 - January 2015*

- Attorney responsible for client development and file management
- Practices in areas of domestic, civil litigation, and contractual negotiations

### **Wiley College**

*Adjunct Professor, January 2013 - Present*

- Professor of Business Law for Managers and Legal Ethics

### **The Law Office of William C. Bradford, Jr., LLC.**

*Attorney, March 2011 - July 2011*

- Attorney responsible for client development and file management
- Practices in areas of domestic, civil litigation, and contractual negotiations

**Cook, Yancey, King & Galloway, APLC, Shreveport, LA**  
*Associate Attorney, September 2009 - March 2011*

- Practiced in the area of insurance defense litigation

**Louisiana Second Circuit Court of Appeals, Shreveport, LA**  
*Summer Judicial Clerkship, May 2008 - Aug. 2008*

**Southern University Law Center, Baton Rouge, LA** *Teaching Assistant, Oct. 2007 - May 2008*

- Assisted torts and criminal law professors with first year class

**Community Service**

- Volunteers of America, Board of Directors
- United Way of NW Louisiana, Chairman of the Board 2015
- The Robinson Rescue Animal Shelter, Board Member
- Canaan Boys Academy, Board Member

**References**

Honorable Ollie S. Tyler, former Mayor of Shreveport  
318-458-0978

Honorable Jimmy Hall, City Attorney – Bossier City  
318-741-8515

Zelda Tucker – Deputy City Attorney/Private Practice Attorney – Shreveport  
318-861-0884

E. WILLIAMS-SMITH and ASSOCIATES LLC

Incorporate May 5, 1998

DUNS # 966355427

Company in good standing with the State of Louisiana Secretary of State, Corporate Division

We have the following Certification:

Small and Emerging Business Development Program (SEBD)

Hudson Initiative #10382 (Expiration 2022)

Minority Owned Business (Code 23)

Woman Own Business Enterprise (WOMBE) (Code A2)

Master Contract Compliance Administrator (CCA) and (MCA)

Black American Owned Business (Code OY)

SBA certified the company as 8(a) in 3/20/2001 graduated from the program in 3/20/2010

NAICS codes: 541611, 541613, 541618 – Under these codes 8(a) participants were only allowed to gross \$7,000,000. annual since graduating from the program there isn't a cap on what the company can gross.

The company is registered in the Government System for Awards Management (SAM)

**JANICE “KAY” PROBY-WALLER**

4250 CALDERWOOD DR.  
SHREVEPORT, LA 71119  
kayproby@bellsouth.net

H: 318 636-7142

C: 318 617-6315

**Professional Summary**

---

Retired Caddo Parish Deputy Sheriff with 34 years of service. I have an experienced track record in Information Technology, Tax – Real and Personal, Human Resource, Payroll and Accounting. I am committed to ethics and a high level of service to the public which I believe will improve both my community and state.

**Work History**

---

Caddo Parish Sheriff’s Department – 1981 thru 2015  
Caddo Parish School Board – 1981 thru 1984

**Community Service**

---

Countless hours of community service through individual organizations including Caddo Bossier Veterans Celebration Committee, Shriners Hospital for Children, Northwest Food Bank, Paint Your Heart Out Shreveport, Philadelphia Center, Mercy Center, Salvation Army, Hope Connection, and the Providence House. Organize Neighborhood Clean-Up Day and National Night Out in collaboration with other neighborhoods and organizations.

**Education**

---

Northwestern State University, Bachelor of Science Degree  
Louisiana State University, Higher Education Paralegal Studies Certificate  
Louisiana State University, Higher Education Louisiana Notary Licenses

**Professional Memberships**

---

Active member of New Boggy Baptist Church  
Louisiana Sheriff’s Association Honorary Member  
West Shreveport Alliance  
Northwestern State University Alumni Association  
Huntington High School Alumni Association  
Delta Sigma Theta Sorority, Inc. – Chair / Community & International Involvement Committee  
Timberline Homeowners Association – Secretary/Treasurer (16 years)  
Caddo Bossier Veteran Celebration Committee – Treasurer  
Louisiana Notary Association  
Louisiana Paralegal Association

**Personal**

---

Married to Russell and mother to daughter, Kayla.

**ORDINANCE NO. OF 2020**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE ECONOMIC DEVELOPMENT FUND IN THE AMOUNT OF \$10,000 TO PROVIDE AN APPROPRIATION FOR THE SHOWTIME BOXING EVENT AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Showtime Boxing Network will televise a full line-up for a fight night at the Hirsch Coliseum on January 31, 2020; and

WHEREAS, the Hirsch Coliseum will be transformed into a mega boxing arena where local and international fighters will compete; and

WHEREAS, the event will be televised nationwide and in the Ukraine to an audience of millions; and

WHEREAS the Shreveport-Bossier Sports Commission would like to obtain \$10,000 in funding from the Caddo Parish Commission to assist with local advertising and costs to reopen the Hirsch Coliseum for the Showtime Boxing Event; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Economic Development Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
Allocation to Other Entities	
NGO Appropriations	
Sports Commission – Showtime Boxing Event	\$10,000
Fund Balance	(\$10,000)

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

RESOLUTION NO. 2 OF 2020

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO AMEND THE CADDO PARISH COMMISSION BYLAWS TO REQUIRE RESUMES FOR COMMISSION APPOINTMENTS, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the Caddo Parish Commission makes many appointments to various local boards each year;

WHEREAS, when current board members cannot or do not wish to be reappointed, the Commission must consider new candidates for appointment;

WHEREAS, the potential new candidates' qualifications may not be known to all Parish Commissioners;

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that it hereby amends its bylaws to read as follows:

**ARTICLE V**

Rights and Duties of the Commission

RULE 1: In the absence of a quorum during a session of the Commission, the members present may take such measures as they deem necessary to secure the presence of a quorum and may direct the Sheriff of Caddo Parish to compel the attendance of any absent member and may impose such censure or pecuniary penalty, not exceeding \$10.00, as provided in the Louisiana Statutes (R.S. 1227-1235), on a member who, on being called for that purpose shall render no sufficient reason for his absence.

RULE 2: When the Commission shall be equally divided on any question, including the President's vote, the question shall be deemed lost.

RULE 3: Sessions of the Commission, Work Sessions, and ad hoc committees shall be open to the public, except when the Commission or committee shall meet in executive session in accordance with State law, at which time all persons not invited by the Commission to remain shall be excluded.

RULE 4: Annually in January, the Caddo Parish Commission shall give written public notice of its meetings by resolution showing the dates, times and places of the meetings.

RULE 5: Election of all officers shall be by electronic voting machine. The passage of all other questions shall be by electronic voting machine, voice or hand vote, and shall be by majority of the members constituting a quorum.

RULE 6: The Parish Administrator shall be appointed by the commission and shall serve at its pleasure. The Administrator shall be appointed solely on the basis of executive and administrative abilities, and compensation shall be fixed by the Commission.

RULE 7: The Commission shall appoint a Clerk of the Commission who shall serve at the pleasure of the Commission. The Clerk shall give notice of the Commission meetings to its members and the public, keep the journal of its proceedings, be

official secretary of the Commission and perform such other duties as are assigned to the position by the Home Rule Charter or by the Commission. The Commission shall, by ordinance, fix the salary of the Clerk.

RULE 8: At the first regular meeting of a newly elected Commission and annually thereafter, a President and Vice President shall be elected by the Commission from among its members. Said officers shall be elected for a one-year term or until a successor is elected. No person may serve more than one consecutive term as President, Vice President or Parliamentarian. The President shall preside at meetings of the Commission, and in the absence or disqualification of the President, the Vice President shall preside. In the absence or disqualification of both the President and the Vice President, the Commission shall designate one of its other members as temporary presiding officer. The President, Vice President, and temporary presiding officer shall be voting members of the Commission. The President or Vice President may be removed by the procedure outlined in Rule 10 of this section.

RULE 9: The Commission may elect annually a Parliamentarian. The Parliamentarian shall be elected for a one-year term or until a successor is elected. The parliamentarian may be removed by the procedure outlined in Rule 10 of this section. On any question, at the request of the President, the Parliamentarian may advise. If there is any question, any Commission member may call for a Division of the House.

RULE 10: The Commission may remove the President, Vice President or Parliamentarian for one or more of the following causes: persistent violation of the rules; assaults on the floor; slanderous or insulting remarks such as calling a member 'lair' or 'thief', etc.; disorderly conduct; reference to personalities; misconduct in office; neglect of duty; disobedience to instructions by delegates or committees; threats to hurt a member of the organization; defrauding or cheating the organization; bribery; conspiracy; larceny; misuse of funds; false charges and accusations; violation of the oath; disloyalty; secession; vilification of a member or the presiding officer or the organization; willful destruction of organization property; absenteeism. The procedure for removal is:

- (1) The commission shall adopt by affirmative vote a resolution calling for an investigation committee to investigate the behavior of the officer. The investigation committee shall not include the commissioner making the resolution or the officer to be investigated. The investigation committee shall consist of five members of the commission, appointed by and headed by the most senior officer not under investigation. No more than two members of the committee, total, shall be members of the same political party as the officer being investigated.
- (2) Within thirty (30) days of the time an investigation committee is convened, the investigation committee shall either (a) report to the entire commission, in writing, that it found no cause for removal or (b) report to the entire commission, in writing, that it found evidence of cause for removal and recommend a written resolution specifying the cause(s) along with supporting evidence thereof and recommending trial.
- (3) If a resolution of the investigation committee recommending trial is adopted, a trial date shall be set no sooner than thirty (30) days and no later than forty-five (45) days from the date the resolution is adopted. A special meeting for the purpose of the trial shall be called by the most senior officer not under investigation, and notice of the time and date of the meeting shall be sent by the commission clerk to the officer to be tried, within five days of the date the trial resolution is adopted.

- (a) The trial shall be held in executive session of the commission unless the officer being tried requests it be held publicly.
- (b) The trial shall be held before a quorum of the commission.
- (c) The regular rules regarding speakers before the commission shall govern speakers at the trial.
- (d) At the end of the trial, the commissioners hearing the trial will convene into regular session and adopt a resolution of “no cause for removal” or resolutions of cause for removal for each charge cited in the investigation committee’s resolution for trial. Resolutions of cause for removal will require a majority vote of the quorum to move to the full body. Resolutions of no cause for removal shall end the matter.
- (e) Resolutions of cause for removal shall be placed on the next regular commission meeting agenda and if adopted by a majority of the entire commission, they will cause the removal of the officer as recommended.

RULE 11: In order to be considered for an appointment to a board, all candidates, except those for water and fire district board appointments, must submit resumes to the Commission. All resumes for board appointments, shall be submitted to the Commission at the Work Session prior to the regular meeting where the appointment is to be made.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date