

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
PERSONNEL POLICIES & PROCEDURES COMMITTEE  
HELD ON THE 18TH DAY OF MAY, 2020

The Caddo Parish Commission met in a Work Session, on the above date, at 2:00 p.m., via Zoom teleconference, with Mr. Hopkins, Chairman, presiding, and the following members in attendance constituting a quorum: Commissioners Chavez, Hopkins, Jackson, and Taliaferro (4). ABSENT: Commissioner Cawthorne (1).

The invocation was given by Mr. Jackson, and Mr. Chavez led the Commission in the Pledge of Allegiance.

Also, in attendance were Parish Administrator Dr. Wilson, Assistant Parish Administrator Erica Bryant, Parish Attorney Donna Frazier, and Director of Finance Hayley Barnett

Mr. Lazarus gave the invocation, the Pledge of Allegiance was led by Mr. Chavez.

Mr. Hopkins opened up the floor for Citizens Comments. At this time, there were no agenda additions and there were no public comments.

**CERTIFICATE OF TELECONFERENCE**

WHEREAS, the Governor of the State of Louisiana has issued Proclamation Number 33 JBE 2020, stating that, due to the current Public Health emergency declared in the Governor's Proclamation Number 25 JBE 2020, and citing the provisions of La. R.S. 29:721, et seq., granting him the authority to control the "ingress and egress to and from a disaster, the movement of persons within the area, and the occupancy of premises therein; and

WHEREAS, the Governor, in Proclamation Number 33 JBE 2020, has limited all gatherings of 10 or more people, for public safety purposes; and

WHEREAS, Governor has issued a general stay at home order "unless performing an essential activity," 33 JBE 2020, Section 3; and

WHEREAS, attendance at a Caddo Parish Commission Personnel Policies & Procedures Committee meeting is not stated in the list of essential activities, listed in 33 JBE 2020, Section 3; and

WHEREAS, the usual conduct of the meeting would require travel and the presence of a number of persons in excess of ten (10); and

WHEREAS, the Governor of the State, in Proclamation Number 30 JBE 2020, Section 4, issued on March 16, 2020, has invoked the aforementioned statutes authorizing him to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and

WHEREAS, the Governor of the State, in Proclamation Number 41 JBE 2020, Section 13, issued on April 2, 2020, has extended the Stay-At-Home Order until Thursday, April 30, 2020; and

WHEREAS, on April 27, 2020, Governor John Bel Edward extended the Stay- At-Home Order until Friday, May 15, 2020.

THEREFORE, the Caddo Parish Commission hereby certifies that it will not be able to obtain a quorum and convene a meeting in a public forum on May 4, 2020 due to the Governor's proclamations, and will be required to meet by video conference, and, if necessary teleconference, on that date as allowed by law and the Proclamations of the Governor listed above.

Date: May 15, 2020

/s/Mario Chavez, President

Mr. Hopkins welcomed everyone to the Personnel Policies & Procedures Committee, and stated that the Committee will be discussing the following item:

- *Discuss Resolution No. 28 of 2020, a resolution to amend the Caddo Parish Commission By-Laws to require formal requests for Commission appropriations to entities not part of Caddo Parish government, and otherwise providing with respect thereto*

It was **moved by Mr. Jackson**, seconded by Mr. Chavez, *amend resolution to allow an exception for Economic Development and declared emergencies.*

Mr. Jackson commented that the Commission should not tie their hands when processing appropriations, especially for unforeseen situations, and that organizations should continue to follow the regular process. He also stated that in the matter of timing and should the resolution become policy, it would cause the Project Grace economic development proposal to apply. He cautioned that the process could put the Parish in a competitive disadvantage. He also wanted to know how the word final would be defined.

Mr. Hopkins wanted to know if this had to be a part of the By-Laws, or could it be a regular resolution. Attorney Frazier stated that it could be a regular resolution. She also pointed out that entities being considered for the Economic Development or NGO budgets already fill out an application. She also explained that the emergency aid given for the tornado and flooding events were not required to fill out an application, but they do have to go through a CEA and reporting process, which is defined in an ordinance. She explained that no changes or resolutions are required if the Commission wishes to continue with this current process. She also stated if the goal is to create an exception for Commission initiatives, they would need to define the procedures for that.

Answering a question from Mr. Jackson regarding CCAA, Attorney Frazier stated that they are not a Parish entity.

Mr. Jackson pointed out that funding request for the law school study provided a three-stage process to open the law school, which would have been stalled due to a formal request. He agreed that some things are either initiated by the Commission.

Mr. Taliaferro pointed out that everyone who requests funding from the Commission must submit an application. Attorney Frazier clarified that if the Commission initiates the process and request information from the organizations, they do not have to submit an application because the Commission outlines the procedure and parameters in a passed ordinance. She also said that there are some organizations who cannot reveal sensitive information and do not submit an application. She also explained that the conditions specified in the ordinance appropriating funds are the parameters the organizations must meet in order to receive the funds.

Mr. Taliaferro wanted to know whether there is a written request. Attorney Frazier stated that sometimes there is not a written request. For example, Scott Martinez presented information regarding Project Grace verbally to the Economic Development Committee, which then was recommended to the full body. The provisions of the recommendation were defined in an ordinance before the organization could receive those funds, not by an application. Dr. Wilson mentioned that most of these organizations require a non-disclosure agreement because of the sensitivity of information.

Mr. Taliaferro wanted to know whether the committee meeting minutes is a record of the whole transaction. Attorney Frazier explained that the record is memorialized in the cooperative endeavor agreement and is public record. She exemplified that the transaction with LSU for the testing center the Commission specified certain conditions on which persons could get tested and those requirements have to be made a part of the cooperative endeavor agreement in order for them to receive reimbursements.

Mr. Jackson restated that he is proposing the exception due to concerns of competitive disadvantages should the resolution be passed. He asked the Committee to consider these exceptions.

Dr. Wilson cautioned the Committee to not corner themselves by requiring a letter and losing the flexibility to react quickly and efficiently during emergency situations. Mr. Chavez agreed with Dr. Wilson.

Mr. Chavez asked for clarification regarding 'entities not of the Parish' if that would suffice to not box the Commission in a corner. Attorney Frazier explained that would cause third-party entities to apply, even though the Parish asked them to administer programs.

Mr. Chavez stated that Mr. Jackson's motion would cover emergency situations. Attorney Frazier confirmed that would qualify as an emergency.

Mr. Hopkins wanted to know if the creator of the resolution is in the meeting. The Deputy Commission Clerk confirmed that he was not in attendance.

Mr. Jackson cautioned the Committee once again in their actions. Mr. Hopkins stated that he is in opposition of both the amendment and the original resolution. He said that sometimes there are unforeseen situations that this would do more damage than good in helping the Parish and its citizens.

At this time, Mr. Jackson's motion failed, as shown by the following roll call votes: AYES: Commissioners Chavez and Jackson (2). NAYS: Commissioners Hopkins and Taliaferro (2). ABSENT: Commissioners Cawthorne (1). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Hopkins, *to table Resolution No. 28 of 2020 in Personnel and Policies Committee. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, Jackson, and Taliaferro (4). NAYS: None (0). ABSENT: Commissioners Cawthorne (1). ABSTAIN: None (0).

Mr. Hopkins requested that the Committee review the By-Laws to see what needs to be revised or updated.

There being no further business to come before the Committee, the meeting was adjourned.

Deputy Commission Clerk