

MINUTES OF THE WORK SESSION OF THE
CADDO PARISH COMMISSION
HELD ON THE 6th DAY OF JANUARY, 2019

The Caddo Parish Commission met in a Work Session, on the above date, at 3:30 p.m., in the Government Chambers, with Mrs. Gage-Watts, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). ABSENT: Commissioners Louis Johnson and Smith (2).

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

Mrs. Gage-Watts offered condolences for Mr. Bowman and the Bowman family due to the passing of Mr. Jerry Bowman, Sr.

COMMISSION REMARKS

- Dr. Wilson reminded the Commissioners of the Employee Pin Ceremony that will be held on January 17, 2020 at the Ag Center at the Louisiana State Fairgrounds. It is scheduled for 2:00 p.m.
- Mr. Bowman thanked everyone who offered condolences during this time.

PRESIDENT'S REPORT

Mrs. Gage-Watts gave the following statement:

I am pleased to have had the opportunity to serve as the President of the Commission. The endless days and long nights have been worth every second of sacrifice on this journey. I thank my colleagues for their support in allowing me to facilitate our meetings with poise and fluency. I want to thank Administration for your full support in helping us to remain adaptable and responsible in complex situations. As we stand at the leading edge of a time of amazing development, both within our community and the larger world, I am confident working side by side with many of you that we are up for the task at hand. I am grateful for the quality of lives we have improved in Caddo Parish, yet, I am eager to take a leap of faith in producing even greater results for our future. As we continue to run this race by being proactive innovators, world changers, I am looking forward to our goals by shaping the future of Caddo Parish. I close by saying, 'thank you' to this team, and my personal respect goes out to each of you.

NEW BUSINESS

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Dominick, *that Ordinance No. 5941 of 2020, amending the Budget of Estimated Revenues & Expenditures for the Economic Development Fund in the amount of \$10,000 to provide an appropriation for the Showtime Boxing Event* be moved to Thursday's agenda for introduction.

Mr. Atkins asked that an economic impact study be forwarded to the Commission body prior to Thursday's meeting. Mr. Lyndon B. Johnson stated that one has already been done.

At this time, Mr. Lyndon B. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Dominick, *that Resolution No. 1 of 2020, authorizing the Caddo Community Action Agency, Inc. to administer the Head Start Program for the Parish of Caddo* be moved to Thursday's agenda.

Mrs. Gage-Watts explained that this program is administered each year. She asked that the Commission support this resolution.

At this time, Mrs. Gage-Watts' motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Atkins, *that Resolution No. 2 of 2020, to amend the Caddo Parish Commission By-Laws to require resumes for Commission appointments* be moved to Thursday's agenda. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B.

Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mr. Middleton, *that Resolution No. 3 of 2020, approving the amended 2019 and the proposed 2020 Budgets of North Louisiana Criminalistics Laboratory Commission* be moved to Thursday's agenda.

Mr. Atkins wanted to know who generated this budget, and how does the Commission end up voting on it. Mr. Dominick explained that the Commission is required to vote on this each year. Dr. Wilson further explained that this budget "flows through" the Commission.

Substitute motion by Mr. Jackson, seconded by Mrs. Gage-Watts, *to englobe and move the following resolutions to Thursday's agenda:*

- *Resolution No. 3 of 2020, approving the amended 2019 and proposed 2020 Budgets of North Louisiana Criminalistics Laboratory Commission*
- *Resolution No. 4 of 2020, a resolution proclaiming January as "Cervical Cancer Awareness Month" in Caddo Parish*
- *Resolution No. 5 of 2020, a resolution proclaiming January as "Human Trafficking Awareness & Prevention Month" in Caddo Parish*

Mr. Lyndon B. Johnson wanted to know if this was a "pass through" budget. Mrs. Barnett explained that it is a requirement that the Commission pass this budget.

Mr. Linn wanted to know if a new crime lab was built and if it was occupied. Dr. Wilson stated that a new one was built, and it is occupied at this time. He also explained that it is a regional crime lab.

At this time, Mr. Jackson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Chavez, *to consider extending time to review and consider MPC Case No. 19-304-P regarding proposed new Article 22 of the UDC* be moved to Thursday's agenda.

Mr. Jackson wanted clarification regarding this action item. Attorney Frazier explained when the MPC sends over legislation, the Commission has 90 days to adopt it. The Commission could also extend it another 90 days. The time limit for this particular case is almost expired, so this action item would allow more time for the Commission to review the case.

Mr. Jackson wanted to know the specifics of the case. Attorney Frazier explained that it was given a case number, but it is actually several amendments to that chapter of the UDC.

At this time, Mr. Jackson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Jackson, *to request the Registrar of Voters to send a formal letter to the Secretary of State's Office for approving early voting satellite locations in Caddo Parish* be moved to Thursday's agenda.

Mr. Atkins wanted to know the specifics in the request, i.e. the number of sites. Mrs. Gage-Watts explained that this is a request to the Registrar of Voters (ROV) to look at Caddo Parish and compare it to other parishes who have early voting satellite locations. She said that there is only one centralized location at this time.

Mr. Atkins pointed out that District 9 has the most voters for the least number of voting sites in the Parish. For example, District 9 has 3,233 per voting site.

Mr. Jackson explained that under the statute, Caddo Parish can add one early voting satellite location right now. He also stated that the request is for the Commission to send a letter to the Registrar of Voters to submit a plan to the Secretary of State's Office (SOS) for approval of that plan. Prior to the ROV submitting that plan to the SOS, the Commission is requesting that the plan be forwarded to the Commission body to discuss and review it. He also mentioned that the Commission is not picking any sites right now, but the request is to submit a plan going forward.

At this time, Mrs. Gage-Watts' motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, and Linn (9). NAYS: Commissioner Middleton (1). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Linn**, seconded by Mr. Atkins, *that the reappointment of Ms. Susan H. Stevenson to Fire District No. 4 Board, term to expire January 1, 2022* be postponed for two weeks. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mr. Middleton, *to authorize appointment of Edie Festavan to the Shreveport-Bossier Convention & Tourist Bureau Board, term to expire* be moved to Thursday's agenda.

Mr. Dominick explained that this is normally an appointment for North Caddo Parish.

Mr. Lyndon B. Johnson wanted to know if this was a rural appointment. Mr. Dominick said that it was.

Mr. Jackson asked that the Commission be consistent and require a resume. Mr. Atkins agreed that "we should be consistent across the board", but he also mentioned that the rule for the resume requirement has not been implemented just yet.

Mr. Dominick agreed, but he also mentioned that there are boards that should be exempt from this rule, i.e. fire districts, water districts, sewer districts, hospital boards, and Ward II Industrial Board. He said that those boards are in specific districts and serve those constituents. He agreed that resumes should be required for boards that are parish-wide, such as MPC, Shreveport-Bossier Tourism Bureau, Industrial Development Board, etc.

Mr. Chavez agreed that a resume should be required, and would like to also require a letter of recommendation for anyone who would like to sit on these boards.

Mr. Bowman believes that all of the boards should require a resume.

Mr. Middleton will make a recommendation on Thursday that not only a resume be required, but also a criminal background check be required.

The Deputy Clerk pointed out that a change to the By-Laws require a two week layover.

Mr. Lyndon B. Johnson explained that it is difficult to find people who want to serve on fire districts, water districts, and sewer districts on top of requesting a resume. He also agreed with Mr. Dominick on requiring resumes only for parish-wide appointments, not appointment that are district specific.

Call for the Question by Mr. Chavez, seconded by Mrs. Gage-Watts. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

At this time, Mr. Dominick's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mr. Middleton, *to authorize appointment of Mr. Jimmy Wood of the Ward II Industrial Board to fill the seat vacated by the resignation of Mr. Ronald Hall* be moved to Thursday's agenda.

Mr. Dominick mentioned that this appointment is for an industrial park in North Caddo.

At this time, Mr. Dominick's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Linn, *to appoint Mr. Marvin Muhammad to the Industrial Board to fill the unexpired term left by Mr. Lemar Flukers, term to expire August 22, 2025* be moved to Thursday's agenda.

Amendment by Mr. Atkins, seconded by Mr. Middleton, *to include Mr. William C. Bradford as a candidate for the Industrial Development Board.*

Mr. Atkins provided Mr. William C. Bradford's resume to the Commissioners. He explained that Mr. Bradford is an accomplished attorney and asked that the Commission consider him for the appointment.

Substitute motion by Mr. Jackson, seconded by Mr. Linn, *that Mr. William C. Bradford and Mr. Marvin Muhammad serve on the Industrial Development Board in place of Mr. Larry Ferdinand and Mr. Lemar Flukers.*

Mr. Jackson stated that he spoke to Mr. Flukers who has no issue with resigning from the board, but he does not want to do a letter of resignation. Mr. Flukers feels that the board is volunteered, so he should not have to resign. Mr. Jackson also said that he received Mr. Muhammad's resume, but he has to submit it to the Clerk's office. He also pointed out that Mr. Ferdinand has no issues with stepping off the board as well.

Substitute motion by Mr. Lyndon B. Johnson, seconded by Mr. Cawthorne, *to delay the appointment to the Industrial Development Board until the new term of Commissioners are sworn in.*

Mr. Lyndon B. Johnson explained that these two candidates will be the "face of the Commission". He feels that the new Commissioners should have a say on who they would like to appoint.

Attorney Frazier pointed out without a letter of resignation, unless the Commission takes action to remove those persons and they are amenable to that, they would still be a board member.

Mr. Jackson explained that these terms were expired, but he agreed to postpone it to this meeting. He said that the "table is big enough for everyone to serve who wants to serve".

Mr. Bowman wanted to know about Mr. Muhammad's resume. Mr. Jackson said that he will submit it to the Clerk's office.

Mrs. Gage-Watts wanted to know if Mr. Flukers' term was expired. The Deputy Clerk explained that the Commission body voted to reappoint him on the Industrial Board at the December 5, 2019 meeting, so his term is no longer expired. Mrs. Gage-Watts explained that the Commission needs a resignation letter.

Attorney Frazier explained that there is no vacancy on the board, so the Commission would either have to vote to remove him from the board or a resignation letter needs to be submitted. She said that a separate action is needed to remove the appointment from the board.

Mr. Cawthorne wanted to know what would need to be done to create a vacancy on the board. Attorney Frazier explained that those persons could be removed from the Industrial Development Board during a meeting as long as the board members have been given.

Substitute motion by Mr. Linn, seconded by Mr. Jackson, *to remove Mr. Lemar Flukers and Mr. Larry Ferdinand from the Industrial Development Board and be replaced by Mr. Marvin Muhammad and Mr. William C. Bradford.*

Point of Order by Mrs. Gage-Watts. She wanted to know if it was a legal motion. Attorney Frazier is not sure if the notice requirement could be met for this motion.

Mr. Linn stated that the Industrial Development Board serves at the Commission's pleasure and can be removed by the Commission for any reason. Mrs. Gage-Watts questioned if it needed to be an agenda item. Mr. Linn does not believe so.

Friendly amendment by Mr. Jackson that a 24-hour notice be given to the board members. Mr. Linn accepted. Attorney Frazier still is unsure if that would suffice as a notice requirement.

Mr. Lyndon B. Johnson questioned if the notice would have to be made public prior to voting on it. Attorney Frazier stated that there would have to be notice that it would be on the agenda for whatever date that the item is going to be considered.

Mr. Lyndon B. Johnson believes that it would be advantageous of the Commission body to postpone this appointment until the next meeting.

Mr. Jackson stated that he has spoken with these individuals, and they are fine with stepping off the board.

Call for the Question by Mr. Middleton, seconded by Mr. Jackson. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez,

Dominick, Gage-Watts, Jackson, Lyndon B. Johnson, Linn, and Middleton (10). NAYS: None (0). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

At this time, Mr. Linn's substitute motion failed, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Jackson, and Linn (4). NAYS: Commissioners Bowman, Chavez, Dominick, Gage-Watts, Lyndon B. Johnson, and Middleton (6). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

At this time, Mr. Lyndon B. Johnson's substitute motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Gage-Watts, Lyndon B. Johnson, and Middleton (7). NAYS: Commissioners Dominick, Jackson, and Linn (3). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

It was **moved by Mr. Chavez**, seconded by Mr. Middleton, *that Special Resolution of Recognition to Lowder Baking Company, 2020 King Cake Recognition* be postponed until the January 23, 2020 Regular Session. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Lyndon B. Johnson, Linn, and Middleton (9). NAYS: Commissioner Jackson (1). ABSENT: Commissioners Louis Johnson and Smith (2). ABSTAIN: None (0).

COMMUNIQUES/COMMITTEE REPORTS

- Mr. Jackson believes that there needs to be "a spirit of consistency". He also said that the communication needs to be better around the horseshoe.

He also said that it is not fair to Mr. Muhammad who wants to be active and serve this community. Mr. Jackson does not feel that it is fair to hold up an appointment solely because he did not have a resume when several appointments were moved forward without resumes.

Mr. Jackson also asked that Mr. Jeff Everson come forward and talk about the email that he sent to the Commissioners last week. Mr. Everson explained that he submitted a request for a legal opinion to the Ethics Board regarding his appointment as the Commission Clerk. He would like to an ethics opinion regarding this position and his wife's position as President of Robinson's Rescue. The only issue is that the board does not meet until February 7.

Answering a question from Mr. Jackson regarding a start date, Mr. Everson explained that he has an appointment date, but not a hire date yet because that it dependent upon the Ethics opinion. Mr. Jackson then wanted to know if an advisory opinion could be delivered over the phone. Mr. Everson stated that he did call and ask if an opinion could be given in advance of their meeting. He is hoping, but not expecting that it would happen. Mr. Jackson said that normally an opinion could be given over the phone.

Mr. Everson also pointed out that the Charter states that the Commission set the salary for the Commission Clerk, so that has to happen in the hiring process as well.

Mr. Jackson asked that Mr. Wesley reach out to him regarding the Safe Summer program. He also thanked Mr. Travis Clark and Mr. Kelvin Samuel for working around the clock regarding some animal issues.

- Mrs. Gage-Watts wanted to know what will happen if the Ethics Board decides there is a conflict of interest. Mr. Everson does not believe it would be a conflict of interest, but it could possibly be an ethics violation in regards of the nepotism clause. He does not believe that it applies in his situation because no part of Mrs. Everson's salary comes from any Caddo Parish funding, so she is not receiving anything of economic value from the Parish. He said that if that is not the case, then they would have to deal with it at that time.

- Mr. Lyndon B. Johnson wanted to know if an Ethics letter was sent on behalf of the Parish. Attorney Frazier stated that she did not since Mr. Everson already sent a letter in, but she did provide the facts from the Parish to be included in that letter. He suggested that the Commission send a letter as well. Attorney Frazier cautioned that the deadline for the February term was in December, so if another letter is sent from the Parish, it may not get considered until the March term.

- Attorney Frazier pointed out that the Commission will need to set the salary by ordinance for the Clerk to be paid. She said that would need to be done prior to Mr. Everson starting.

- Mr. Atkins wanted to know where the Clerk's salary originates within the body. Attorney Frazier explained that it has to be done by an ordinance, so any Commissioner can put it on the agenda. Mr. Atkins said that someone needs to "own that process".

Mr. Atkins also pointed out that the Commissioners are not to direct any individual comments to any of their colleagues. He also mentioned that it is not an offense when one feels that there

is a strong candidate to serve in a role. It was not his intention to strike anyone from the list, but he was adding someone to be considered for the role.

- Mr. Jackson wanted to know if the Commission has to vote to submit an ethics opinion. Attorney Frazier said that a vote would need to be taken if it was on behalf of the body. In this particular case, since Mr. Everson would be an employee of the Commission, a vote would need to be taken. Attorney Frazier pointed out that opinions over the phone are not binding.
- Mr. Lyndon B. Johnson requested that an agenda addition be written by Legal to get an ethics opinion on this matter.

CONSENT AGENDA

- *Ordinance No. 5939 of 2019, to amend Volume II of the Code of Ordinances of the Parish of Caddo, as amended, the Caddo Parish Unified Development Code, by amending Section 2.3 Definition of General Terms; by amending Section 5.3 Use Definitions; by amending Section 6.1 Principal Use Standards; by amending Section 7.3 Accessory Structures & Uses; by amending Article 8 Off Street Parking & Loading; by amending Article 9 Sign Regulations; by amending Article 16 Zoning Application Approval Processes; and to otherwise provide with respect thereto*
- *Ordinance No. 5940 of 2019, to authorize the Parish Administrator to execute a terming of right of first refusal on Lot 1, North Shreveport Industrial Park, Unit No. 2, being a re-subdivision of Lots 9 and 10, North Shreveport Industrial Park, Unit No.1 , and to otherwise provide with respect thereto*

There being no further business to come before the Commission, the meeting adjourned at 4:57 p.m.

/s/ Todd A. Hopkins
Todd A. Hopkins
Commission Clerk