

MINUTES OF THE WORK SESSION OF THE
CADDO PARISH COMMISSION
HELD ON THE 4TH DAY OF FEBRUARY, 2019

The Caddo Parish Commission met in a Work Session, on the above date, at 9:00 a.m., in the Government Chambers, with Mr. Doug Dominick, President, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, Smith, and Gage-Watts (12). ABSENT: None (0).

The invocation was given by Mr. Smith, and the Pledge of Allegiance was led by Mr. Chavez.

ADMINISTRATOR REPORT

- Dr. Wilson informed the Commissioners that Mrs. Rene Cascio is retiring from Caddo Parish after 43 ½ years. She started in June 1976, and her retirement date is February 8, 2019.

Mr. Dominick congratulated Mrs. Cascio and wished her well on her future endeavors.

- Dr. Wilson also announced that his daughter received her Doctorate in Nurse Practitioner.

COMMISSION REMARKS

- Mr. Bowman stated that he would provide information to Mr. Travis Clark and Animal Services regarding feral cats.

- Mr. Middleton announced that there will be a luncheon on Thursday, February 7 at 12:00 noon with keynote speaker, Chief Kelvin Cochran, at First Baptist Church. For additional details, please contact Mr. Middleton.

PRESIDENT'S REPORT

Mrs. Gage-Watts presented Commissioner John Atkins with a plaque from the Employee Council for his contributions to the Toys for Tots Drive.

NEW BUSINESS

It was **moved by Mr. Chavez**, seconded by Mr. Atkins, *that Zoning Case P-5-19, in regards to Ordinance No. 5853 of 2019, amending the zoning of property located on the north side of E. Flournoy Lucas Road, approximately 1,000 feet east of Ellerbe Road, Caddo Parish, LA, from R-1-7, Single Family Residential District, to C-1 (PUD), Neighborhood Commercial Planned Unit Development District* be moved to Thursday's agenda for introduction. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Bowman, *that Ordinance No. 5854 of 2019, amending the Budget of Estimated Revenues & Expenditures for the Capital Outlay Fund in the amount of \$79,180 to provide an appropriation to add an additional boiler at the Health Unit* be moved to Thursday's agenda for introduction. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Middleton**, seconded by Mr. Dominick, *that Ordinance No. 5855 of 2019, amending the Budget of Estimated Revenues & Expenditures for the Riverboat Fund in the amount of \$30,000 to provide an additional appropriation for the Broadmoor Neighborhood Association* be delayed until March 4, 2019, agenda for introduction.

Substitute motion by Mr. Jackson, seconded by Mr. Lyndon B. Johnson, *that Ordinance No. 5855 of 2019, amending the Budget of Estimated Revenues & Expenditures for the Riverboat Fund in the amount of \$30,000 to provide an additional appropriation for the Broadmoor Neighborhood Association* be remanded to the NGO Committee.

Mr. Jackson wants to ensure that the Commissioners are following the process. Mr. Atkins agreed with Mr. Jackson. He said that the Commission needs to respect the process.

Mr. Middleton pointed out that the Broadmoor Neighborhood Association already receives funding, this is to increase their funding.

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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Dominick**, seconded by Mr. Cawthorne, *that Resolution No. 6 of 2019, authorizing the Caddo Community Action Agency, Inc. to administer the Head Start Program for the Parish of Caddo* 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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Linn, *that Resolution No. 7 of 2019, amending the Rules & By-Laws of the Caddo Parish Commission regarding Time of Commission Meetings* be remanded to the Policies & Procedures Committee.

Mr. Jackson pointed out that the School Board has moved their meetings to 4:30, and the City Council is looking into changing their meetings times also. Mr. Jackson also pointed out that this would take effect during the next Commission term if it were to pass.

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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Bowman, *that Resolution No. 8 of 2019, authorizing the Pine Hill Waterworks District No. 8 of the Parish of Caddo, State of Louisiana to proceed with the issuances of its not to exceed seven hundred and fifty thousand dollars (\$750,000) of Revenue Refunding Bonds, in one or more series; providing certain terms of said bonds; making application to the State Bond Commission for approval of said bonds; appointing Bond Counsel, Independent Registered Municipal Advisor; selection of a Purchaser; and providing for other matters in connection therewith* 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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *that Resolution No. 9 of 2019, proclaiming February as "School-Based Health Care Awareness Month" in Caddo Parish* 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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Atkins**, seconded by Mr. Cawthorne, *to authorize approval of 2019 Audit Schedule as follows: 1. Non-Governmental Organizations, 2. Finance & Human Resource vendor and contract management, 3. Juvenile Detention Services, and 4. Finance & Human Resource benefits process* be moved to Thursday's agenda.

Mr. Atkins explained that the third-party auditors made a recommendation to advance these four items for the 2019 Audit Schedule.

Mr. Linn provided Resolution No. 71 of 2017, Resolution No. 80 of 2017, Proposed Internal Audit Process (3 pages), and the Personnel Policies & Procedures Committee agenda (November 6, 2017) to the Commissioners for discussion. He explained that the auditors sent out a survey to 30 employees and all of the Commissioners. He further explained that what was brought to Committee was "heavily weighted with Caddo Parish employees' input". He also said that the Commissioners already voted on the order in which the audits would take place. Mr. Linn does not feel that it is "right for the Commissioners to throw our responsibility onto 30 Caddo Parish employees for them to our job". Mr. Linn also feels that the audits should take place in the order in which it was voted. He also said that there was meeting held in executive session on November 6, 2017 at 2:00 p.m. on the 8th floor, in which only the members of the Finance Committee were allowed to attend. He asked that the Commission follow the Charter and made available to all of the Commissioners.

Mr. Atkins explained that the third party auditor assessed the areas with the greatest risk and provided the most recent ranking. He sees no harm in deferring to the recommendations of the third party auditor and working with them to ensure all of the sectors in the Parish are covered in an orderly fashion.

Answering a question from Mr. Dominick regarding the executive session that Mr. Linn was referring to, Attorney Frazier explained that meeting was the selection process for the auditors. The

committee rated the proposals that were submitted. The persons that were on the committee were predetermined by the Commissioners via ordinance.

Substitute motion by Mr. Jackson, seconded by Mr. Linn, *to include Administration & Legal, Commission, and Commission Clerk to the list of the 2019 Audit Schedule.*

Mr. Jackson wanted to know if this would satisfy Mr. Linn's intent. Mr. Linn explained that there was an order that was already voted on by the Commission body. He also pointed out that the Audit Committee suggested that the Commissioners take input from 30 Parish employees. Mr. Atkins clarified that the Auditors recommended that input be provided from the employees, not the Audit Committee. Mr. Linn does not feel that the Commissioners should subjugate their responsibilities to the Parish employees. He also said that the Commissioners voted the order in which the audits were completed on November 13, 2017.

Attorney Frazier explained that the packet states: *"Schedule of Audits: the initial audit will be of the Department of Animal Services & Mosquito Control given the issues that have been presented relating to this department. All future audits considered for the audit e plane will be compiled from suggestions by Parish Administration, Caddo Commission members, as well as complaints and other sources of information. The selected audit firm will evaluate and rate the suggestions using a risk assessment matrix prepared by the selected audit firm. The number of the audits selected for the plan will be based on the impact the audit would have (the problem or risks it would address and the likely types of findings and recommendations to result)..."* Attorney Frazier also pointed out that the audit firm took suggestions, interviewed Parish employees, and sent questionnaires to the Commissioners (only six Commissioners responded). They then took those findings and submitted it to the Audit/Finance Committee who then submitted it to the full body. She pointed out that the listing provided in the packet is not the order in which the audits were to be completed.

Mr. Jackson wanted to know if there was "any heartburn" to add those two additional departments to the 2019 Audit Schedule. Dr. Wilson explained that the audit process will take multiple years, and next year, those departments could be audited. Attorney Frazier also pointed out that the audit firm did state in Committee that they would only be able to complete about four audits per year.

Dr. Wilson also pointed out that every department will be audited. He suggested that the Commission follow the process in which they voted on.

Mr. Lyndon B. Johnson also explained that the packet states: *"Submission of Audit Plan: by the second regular Commission meeting of each year, the Parish Administrator shall submit an annual audit plan to the Caddo Parish Commission for review and approval."* He explained that the proposed 2019 Audit Schedule is before the Commission today. He also pointed out that the Commission can change the schedule if that is the desire of the board.

Mr. Jackson suggested that there be language added to state that this is not the schedule; it is just a listing.

Mr. Atkins pointed out that there was a well thought out process involving the audit schedule. Mr. Atkins suggested that the Commission vote on the recommended slate. He would like to establish a process so all of the departments will be audited.

Mr. Louis Johnson explained that the Commission President, Commission Vice-President, Commission Parliamentarian, Audit & Finance Committee Chair, Parish Administrator, Finance Director, and Parish Attorney were the members of the evaluation committee who reviewed the proposals submitted by the auditors. Those members were the ones who rated the proposals.

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

At this time, Mr. Jackson's substitute motion failed, as shown by the following roll call votes: AYES: Commissioners Jackson, Lyndon B. Johnson, Linn, and Middleton (4). NAYS: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Louis Johnson, and Smith (8). ABSENT: None (0). ABSTAIN: None (0).

At this time, Mr. Atkins' original motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0). (**Mr. Lyndon B. Johnson and Mr. Middleton changed their NAY votes to AYES after the vote was called.*)

It was **moved by Mr. Middleton**, seconded by Mr. Atkins, *that the authorization for reappointment of Captain Thomas F. Murphy to the Caddo-Bossier Port Commission, term to expire*

March 31, 2025 be delayed to the March 4 Work Session. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Linn, Middleton, and Smith (11). NAYS: Commissioner Lyndon B. Johnson (1). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mr. Linn, *to authorize 432 Square Productions as visitor for Regular Session regarding Panderina on the Red Reality TV Show* 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, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (12). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

CITIZENS COMMENTS (late arrivals)

Mr. Fred White came before the Commission to discuss the UDC amendments. Mr. White requested that the Commission make the UDC less restrictive. He said that the construction market has been the worse that he's seen in years. He also pointed out that they have not built any commercial projects in the Parish since the implementation of the UDC.

COMMUNIQUES/COMMITTEE REPORTS

- Mr. Louis Johnson acknowledged Captain Clarence Reese, Shreveport Fire Department, who was in the audience today.
- Mr. Chavez announced that the Southern Hills Neighborhood Association will meet tonight at 6:30 p.m. on Baird Road. Crimestoppers will be the main discussion point for this meeting.
- Mr. Atkins stated that the UDC was discussed in the Long Range Planning Committee today.
- Mr. Jackson announced that the Centenary's Film Society will kick off its Black History Month Film Series tomorrow, February 5. There will be different films every week at Robinson's Film Center.

Mr. Jackson also thanked Animal Services in response to stray dogs in his district.

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Jackson, *to reconsider the vote to authorize approval of the 2019 Audit Schedule as follows: 1. Non-Governmental Organizations, 2. Finance & Human Resource vendor and contract management, 3. Juvenile Detention Services, and 4. Finance & Human Resource benefits process.*

Mr. Lyndon B. Johnson would like to remove NGOs from the list and replace it with Facilities & Maintenance. He believes that the departments should be audited before the functions of the Parish.

Mr. Jackson suggested to have a fifth option asterisked if the auditors have time to complete a fifth audit in the given time frame.

Mr. Linn believes the twelve Commissioners should have the bulk of the decision making, not the thirty employees.

Mr. Atkins pointed out that the process in which the auditors used for the 2019 Audit Schedule is a standard for the audit process. Mr. Lyndon B. Johnson wanted to know if all twelve Commissioners were sent the survey. Mr. Atkins stated that it was sent to all of the Commissioners multiple times, but only six of the Commissioners responded back.

At this time, Mr. Lyndon B. Johnson's motion failed, as shown by the following roll call votes: AYES: Commissioners Cawthorne, Jackson, Lyndon B. Johnson, and Linn (4). NAYS: Commissioners Atkins, Bowman, Chavez, Dominick, Gage-Watts, Louis Johnson, Middleton, and Smith (8). ABSENT: None (0). ABSTAIN: None (0).

CONSENT AGENDA

- *Ordinance No. 5841 of 2019, authorizing emergency aid to those who were affected by the April 2018 tornadoes*
- *Ordinance No. 5850 of 2019, declaring certain adjudicated properties to be surplus and to authorize the Parish Administrator, or a designee, to sell the Parish of Caddo's tax interest in certain surplus adjudicated properties, and to otherwise provide with respect thereto*
- *Ordinance No. 5851 of 2019, declaring certain adjudicated properties to be surplus and to authorize the Parish Administrator, or a designee, to sell the*

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There being no further business to come before the Commission, the meeting was adjourned at 4:29 p.m.

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