

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION
HELD ON THE 7TH DAY OF FEBRUARY, 2019

The Caddo Parish Commission met in legal and regular session, on the above date, at 3:30 p.m., in the Government Chambers, with President Gage-Watts, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). ABSENT: Commissioner Bowman (1).

The invocation was given by Bishop Brandon, and Mr. Middleton led the Commission in the Pledge of Allegiance.

AGENDA ADDITIONS

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Chavez, *to expand the agenda and add Resolution No. 10 of 2019, a resolution proclaiming February as "American Heart Month" in Caddo Parish under Resolutions.*

Mrs. Gage-Watts, at this time opened up the floor for any one in attendance to speak for or in opposition of expanding the agenda and adding Resolution No. 10 of 2019. There being no one to speak the public hearing was closed.

At this time, Mrs. Gage-Watts' motion to expand the agenda and add Resolution No. 10 of 2019 to the agenda carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (10). NAYS: None (0). ABSENT: Commissioners Bowman and Jackson (2).

Resolution No. 10 of 2019, a resolution proclaiming February as "American Heart Month" in Caddo Parish was added to the agenda under Resolutions.

VISITORS

- 432 Square Productions
Panderina on the Red—reality TV show

Mr. Christopher Pearman, Director of Panderina on the Red, presented a trailer of the reality TV show to the Commissioners. Mr. Pearman explained that Panderina on the Red is a reality show based out of the Proud Mary 360 restaurant showcasing Shreveport and Caddo Parish. He said that the stars of the show are Chef Panderina and Ms. Michelle Lafitte.

Mrs. Gage-Watts thanked the Panderina on the Red team for their vision and the desire to show Caddo Parish and the cuisine this community has to offer.

Mr. Jackson thanked them for coming to the Commission and "taking a chance on Shreveport". Mr. Pearman explained that the power of a show could do numerous things for a community. He believes that this show will bring some "excitement and life to the Red River District".

Answering a question from Mr. Jackson regarding the Film Tax Credits, Mr. Pearman stated that they have applied for it. Mr. Jackson also suggested that they get in touch with the Angel Investors Fund.

Mr. Cawthorne wanted to know the launch date for Panderina on the Red. Mr. Pearman explained that they are currently beginning the production of their first episode.

Ms. Michelle Lafitte said that if anyone has a relative that cooks really well, to let them know.

ADOPT REGULAR SESSION MINUTES JANUARY 17, 2019

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mr. Louis Johnson, *to adopt the Regular Session Minutes from January 17, 2019. Motion carried.*

COMMUNIQUES/COMMITTEE REPORTS

- Mr. Lyndon B. Johnson stated that the Long Range Planning Committee was held on Monday regarding the UDC amendments. He said that there are several amendments that the Committee is reviewing at this time.

PRESIDENT'S REPORT

Mrs. Gage-Watts stated that the Joint Government Plaza Chambers Committee met today and decided to put out signage with "Staff Only" on the platform in front of the dais. She said that there was

discussion regarding wheelchair access not being available on the platform, so the Committee implemented signage to allow only staff on the platform. She said that this will prevent any exclusiveness.

She provided an update on the Washington Mardi Gras event. She said that it was the largest that has ever been held. Caddo Parish was chosen for an interview in which she gave. Mrs. Gage-Watts also said that Opportunity Zones were among the hot topic discussions held at the conference. There was also discussion regarding making Lake Pontchartrain a resort for tourists.

PUBLIC HEARING ON ZONING ORDINANCES

Mrs. Gage-Watts asked if there was anyone to speak in support of or in opposition of the following ordinances:

- *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 Parish of Caddo's tax interest in certain surplus adjudicated properties, and to otherwise provide with respect thereto*
- *Ordinance No. 5852 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*

ORDINANCES (for final passage)

It was **moved by Mr. Lyndon B. Johnson**, seconded by Mrs. Gage-Watts, *that Ordinance No. 5841 of 2019, authorizing emergency aid to those who were affected by the April 2018 tornadoes be adopted.*

Amendment by Mr. Dominick, seconded by Mr. Atkins, *to add the following language to Ordinance No. 5841 of 2019: BE IT FURTHER ORDAINED that contractors will submit itemized estimates for the scope of work to be completed on each property, itemized invoices for completed properties and certification that all building permits were pulled prior to the commencement of work; BE IT FURTHER ORDAINED that these funds will only be used for owner occupied homes that have not been adjudicated; and BE IT FURTHER ORDAINED that assistance to citizens affected by the April 2018 tornadoes will be reported to the Caddo Parish Commission at a maximum amount of \$150,000 of funds.*

Mr. Dominick explained that eight of the thirty-two homes were adjudicated or went to a tax sale. He also mentioned that they would like it to be owner-occupied properties, not leased properties. He also said that there was concerns regarding the lack of itemized invoices for the completed work. There were also concerns in which it seemed as if some of the things being fixed were not storm related. Mr. Dominick asked that the Commissioners support this amendment, so there is more control on the funding.

Mr. Atkins agreed with Mr. Dominick. He also feels that it is important that this funding is capped at \$150,000. He also pointed out that originally, there were 15 homes on the list that Red Cross assessed. Of those fifteen homes, three did not respond. Of those twelve homes that were still on the original list, three were minor damage and nine were major repaired. He said that the \$150,000 should be more than enough to fund these remaining homes for repair.

Mr. Lyndon B. Johnson has concerns with the owner-occupied language. He said there is an income that the owner cannot exceed, or they will be ineligible to receive assistance. Attorney Frazier explained that the income that is looked at is for the person who actually lives in the residence. She also said that the funding would be for houses that are owned by the persons living in them, not rental properties.

Answering a question from Mr. Lyndon B. Johnson regarding who will oversee the permits, Attorney Frazier explained that those items would be submitted to Mr. Guidry and his staff. If there are any irregularities, then payments could be withheld. The irregularities could also be forwarded to the Commission for review.

Answering another question from Mr. Lyndon B. Johnson regarding a limit on labor cost, Attorney Frazier explained that there is a \$17,000 depending on where the damage of the residence falls on the minor and major cap. She said that there has always been a submission of an itemized list of materials.

Mr. Chavez stated that he is in support of these amendments. He also said that these citizens need the help, but there needs to be some oversight over the funds given. He believes these amendments will provide the assistance and provide the necessary oversight.

Mr. Cawthorne wanted to know if these amendments have been communicated to the CCAA. Attorney Frazier stated that there has been communication regarding these possible amendments.

Mr. Atkins reminded the Commissioners that there was much reservation providing this third round of aid. He said there are roughly twelve or thirteen homes that need assistance. He also believes the oversight for those homes will be manageable. He asked that the Commissioners approve these amendments, so those citizens can get the help they need.

Mr. Jackson wanted to know if there was a cap per home. Attorney Frazier explained that the cap per home is determined based on the assessment of whether the home was minor damage or major damage. She said there were about twenty-nine homes completed with major damage and three minor.

Mr. Jackson asked for more clarification regarding the owner-occupied language. Attorney Frazier explained that the agreement has been the same since the 2015 Blanchard tornadoes. The income of the renter was reviewed to determine eligibility and if that person was going to move back into that house. She said that this would stop providing work on someone else's rent houses. Mr. Dominick explained that the reason for this is that there were a few homes in the original thirty-two that were adjudicated properties. This caused "heartburn" among some of the Commissioners because the Commission was "fixing up someone's house who could not even pay taxes". He also said that there are concerns regarding repairing a property owner's investment property when they should have insurance to fix it. Attorney Frazier explained that rental properties previously have not been excluded from assistance.

Call for the Question by Mr. Middleton, seconded by Mrs. Gage-Watts. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

At this time, Mr. Dominick's amendment carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (10). NAYS: Commissioner Jackson (1). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

At this time, Mr. Lyndon B. Johnson's motion as amended carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Bowman, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Middleton, and Smith (10). NAYS: Commissioner Linn (1). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

ORDINANCE NO. 5841 OF 2019

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE AUTHORIZING EMERGENCY AID TO THOSE WHO WERE AFFECTED BY THE APRIL 2018 TORNADOES AND OTHERWISE PROVIDING WITH RESPECT THERETO

WHEREAS, in April of 2018, Caddo Parish experienced historic tornadoes that caused significant damage to property; and

WHEREAS, the Parish has appropriated monies in the 2019 budget to aid persons displaced as a result of disasters; and

WHEREAS, there remain approximately fifteen properties damaged by the April 2018 tornadoes that the Red Cross has assessed and that CCAA has determined are eligible for disaster aid; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission, in due, regular and legal session convened that funds appropriated for emergency aid in 2019 also be used to assist citizens in the aforementioned fifteen properties, displaced by the April 2018 tornadoes, to be

administered by the Caddo Community Action Agency based on assessments provided by the North Louisiana American Red Cross; and

BE IT FURTHER ORDAINED that contractors will submit itemized estimates for the scope of work to be completed on each property, itemized invoices for completed properties and certification that all building permits were pulled prior to the commencement of work;

BE IT FURTHER ORDAINED that these funds will only be used for owner occupied homes that have not been adjudicated;

BE IT FURTHER ORDAINED, that the agency will use the funds to assist Caddo Parish citizens, based on need, with and short-term rental assistance, short-term housing and minor home repairs; and

BE IT FURTHER ORDAINED that assistance to citizens affected by the April 2018 tornadoes will be report to the Caddo Parish Commission in \$150,000 maximum of funds used; and

BE IT FURTHER ORDAINED, that if any provision or item of this ordinances 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 is introduced and passed pursuant to Charter provision 3-13 and is effective immediately.

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

It was **moved by Mr. Jackson**, seconded by Mr. Atkins, *that 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* be adopted.

Mr. Jackson stated that this property is being donated. Attorney Frazier explained that the language needs to reflect that this property is being donated and not sold.

Amendment by Mr. Jackson, seconded by Mrs. Gage-Watts, *to amend the language in Ordinance No. 5850 of 2019, to reflect that the property is being donated.*

Substitute motion by Mr. Lyndon B. Johnson, seconded by Mr. Middleton, *to englobe and adopt as amended the following ordinances:*

- *Ordinance No. 5850 of 2019, declaring certain adjudicated properties to be surplus and to authorize the Parish Administrator, or a designee, to sell donate the Parish of Caddo's tax interest in certain surplus adjudicated properties, and to otherwise provide with respect thereto*
- *Ordinance No. 5852 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*

Mr. Dominick wanted to know if the Parish could legally donate a piece of adjudicated property. Attorney Frazier explained that there is a process, and the interested organization meets all of the eligibility requirements for the donation.

At this time, Mr. Lyndon B. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0). *Commissioner Smith's vote did not register on the voting apparatus.

ORDINANCE NO. 5850 OF 2018

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE 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

WHEREAS, the hereinbelow described properties are no longer needed for public purposes and should be declared surplus properties; and

WHEREAS, the Parish of Caddo has received requests to donate its tax interest in the hereinbelow described properties as indicated below.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that the hereinbelow described properties are no longer needed for public purposes and are surplus properties.

WHEREAS, the Parish of Caddo has a tax interest in the hereinbelow described properties which have been adjudicated for the non-payment of Parish property taxes; and

BE IT FURTHER ORDAINED, that the Caddo Parish Commission does hereby authorize the donation of its tax interest in the hereinbelow described properties.

Property No. 1, NELY 95 Ft. of Lots 1 & 2, Doll & Jones Subdivision Tal 24 in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181437-062-0020)

Property No. 2, SWLY 30 Ft. of Lots 1 & 2 Doll & Jones Subdivision, TAL 24 in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181437-062-0019)

Property No. 3, Lots 24 & 25, Land Subdivision Tal 24 in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181437-064-0024)

Property No. 4, A Lot in Ta 34, Corner of Sprague & Lawrence Streets in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181437-092-0002)

BE IT FURTHER ORDAINED, that the Caddo Parish Administrator, or his designee, shall be authorized to do any and all things and to sign any and all documents, including Acts of Cash Sale, in a form acceptable to the Caddo Parish Attorney necessary to effectuate the purposes set forth herein.

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 become effective ten (10) days after publication in the official journal.

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

ORDINANCE NO. 5852 OF 2018

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE 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

WHEREAS, the hereinbelow described properties are no longer needed for public purposes and should be declared surplus properties; and

WHEREAS, the Parish of Caddo has received offers to purchase its tax interest in the hereinbelow described properties as indicated below.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, legal and regular session convened, that the hereinbelow described properties are no longer needed for public purposes and are surplus properties.

WHEREAS, the Parish of Caddo has a tax interest in the hereinbelow described properties which have been adjudicated for the non-payment of Parish property taxes; and

BE IT FURTHER ORDAINED, that the Caddo Parish Commission does hereby authorize the sale of its tax interest in the hereinbelow described properties.

Property No. 1, Lot 78, Hotchkiss Subdivision in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181435-101-0078)

Property No. 2, S/2 of Lot 11 & N/2 of Lot 12, Blk, D, W.C. Perrin Subdivision in the City of Shreveport of Caddo Parish, Louisiana as per plat recorded in the Conveyance Records of Caddo Parish, LA (GEO #181436-023-0070)

BE IT FURTHER ORDAINED, that the Caddo Parish Administrator, or his designee, shall be authorized to do any and all things and to sign any and all documents, including Acts of Cash Sale, in a form acceptable to the Caddo Parish Attorney necessary to effectuate the purposes set forth herein.

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 become effective ten (10) days after publication in the official journal.

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

It was **moved by Mr. Jackson**, seconded by Mr. Dominick, *that Ordinance No. 5851 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* be postponed to the next Regular Session. Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

ZONING ORDINANCES (introduction by title)

- *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*
(PUBLIC HEARING & FINAL PASSAGE FEBRUARY 21, 2019)

ORDINANCES (introduction by title)

- *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*
(PUBLIC HEARING & FINAL PASSAGE FEBRUARY 21, 2019)

It was **moved by Mr. Cawthorne**, seconded by Mr. Jackson, *that the Work Session Minutes from February 4, 2019 be approved.* Motion carried.

RESOLUTIONS

It was **moved by Mr. Dominick**, seconded by Mrs. Gage-Watts, *to englobo and approve the following resolutions:*

- *Resolution No. 6 of 2019, authorizing the Caddo Community Action Agency, Inc. to administer the Head Start program for the Parish of Caddo*
- *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 issuance 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*

- *Resolution No. 9 of 2019, proclaiming February as “School-Based Health Care Awareness Month” in Caddo Parish*
- *Resolution No. 10 of 2019, a resolution proclaiming February as “American Heart Month” in Caddo Parish*

At this time, Mr. Dominick's motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

RESOLUTION NO. 6 OF 2019

BY THE CADDO PARISH COMMISSION:

A RESOLUTION AUTHORIZING THE CADDO COMMUNITY ACTION AGENCY, INC. TO ADMINISTER THE HEAD START PROGRAM FOR THE PARISH OF CADDO, AND TO OTHERWISE PROVIDE RESPECT THERETO

WHEREAS, the Caddo Parish Commission desires to obtain state and federal funds, where available, to benefit low and moderate income persons in the Parish of Caddo; and

WHEREAS, federal grants which are administered by the U.S. Department of Health and Human Services are available for the purpose of providing a Head Start Preschool Education Program to qualified parish governments; and

WHEREAS, the program provides a comprehensive program to children in Early Head Start ages 0-3 and Traditional Head Start ages 3-5 and their families; and

WHEREAS, this program consists of five components: education, health, parent involvement, social services and transportation; and

WHEREAS, the aforementioned program provides critical services by assisting children from low and moderate income families during their formative years; and

WHEREAS, the Caddo Community Action Agency, Inc. has administered this program for the Caddo Parish Commission over the last forty-four (44) years; and

WHEREAS, the Caddo Parish Commission is the appropriate agency to receive federal and/or state funding for the purpose of providing programs to support the indigent persons living with the Parish of Caddo.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission, in due, legal and regular session convened, that the Caddo Parish Commission does hereby authorize the Caddo Community Action Agency, Inc. to administer the Head Start program on behalf of the Parish of Caddo.

BE IT FURTHER RESOLVED that Laurance Guidry and/or his successor is hereby authorized to do all things necessary to implement, maintain, amend or review any documents associated with the Head Start Program from the effective date of this resolution through January 31, 2020.

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 the Resolution are hereby declared severable.

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

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

RESOLUTION NO. 8 OF 2019

BY THE CADDO PARISH COMMISSION:

A RESOLUTION AUTHORIZING THE PINE HILL WATERWORKS DISTRICT NO. 8 OF THE PARISH OF CADDO, STATE OF LOUISIANA TO PROCEED WITH THE ISSUANCE 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.

WHEREAS, the Pine Hill Waterworks District No. 8 of the Parish of Caddo, State of Louisiana (the "*District*"), is a political subdivision created by the Parish of Caddo, State of Louisiana (the "*Parish*") and the authority granted to the Parish under Chapter 8 of Title 33 of the Louisiana Revised States of 1950, as amended;

WHEREAS, the District previously issued its Water Revenue Bonds, Series 2007 (the "*Series 2007 Bonds*"), the proceeds of which were used by the District to finance the cost of constructing extensions and improvements to the District's waterworks system (the "*System*");

WHEREAS, in order to provide debt service savings, the District, acting through its governing authority, the Board of Commissioners of the Pine Hill Waterworks District No. 8 of the Parish of Caddo, State of Louisiana (the "*Governing Authority*"), is authorized to and believes it to be in the District's best interest to refund all or a portion of the Series 2007 Bonds pursuant to the provisions of Section 1430, Chapter 14, and Chapter 14-A of Title 39 of the Louisiana Revised Statutes of 1950, as amended (collectively, the "*Act*"), and other constitutional and statutory authority, through the issuance of not to exceed \$750,000 of its Revenue Refunding Bonds, (the "*Refunding Bonds*");

WHEREAS, pursuant to the Act and subject to the approval of the Parish Commission of the Parish of Caddo, State of Louisiana (the "*Parish Commission*") and the Louisiana State Bond Commission (the "*State Bond Commission*"), the District desires to accomplish the refunding through the issuance of the Refunding Bonds to be secured by and payable from an irrevocable pledge and dedication of the income and revenues derived from the operation of the System, after provision has been made for payment therefrom of the reasonable and necessary expenses of administering, operating, and maintaining the System (the "*Net Revenues*");

WHEREAS, pursuant to the Act, it is now the desire of the District to adopt this Resolution giving preliminary approval for the issuance of the Refunding Bonds for the purposes of (i) refunding all or a portion of the Series 2007 Bonds; (ii) funding a reserve fund or purchasing a reserve fund surety, if necessary; and (iii) paying costs of issuance of the Refunding Bonds, including the cost of bond insurance premium, if required; and

WHEREAS, the District desires to authorize the filing of an application with the State Bond Commission requesting that the Bond Commission grant approval to the issuance of the Refunding Bonds in accordance with the Act; and

WHEREAS, the District recognizes, finds and determines that a real necessity exists for the employment of Bond Counsel and an Independent Registered Municipal Advisor for the Refunding Bonds and for the designation of a Purchaser of the Refunding Bonds.

NOW, THEREFORE, BE IT RESOLVED by the Governing Authority, that:

SECTION 1. Authorization. Pursuant to the provisions of the Act, the District hereby authorizes the issuance of not to exceed Seven Hundred and Fifty Thousand Dollars (\$750,000) of its Revenue Refunding Bonds, in one or more series. The form and details of the Refunding Bonds, including the exact principal amounts and interest rates thereof, shall be established pursuant to a subsequent resolution of the District, provided that (i) the interest rate on the Refunding Bonds will not exceed three and one half of one percent (3.50%) *per annum*; (ii) the Refunding Bonds will have a final maturity date no later than January 1, 2026; and (iii) the Refunding Bonds will be issued only as fully registered bonds, in minimum denominations of no less than \$5,000. The Refunding Bonds will be secured by and payable from Pledged Revenues and will be sold at private sale in accordance with the provisions of the Act.

SECTION 2. Employment of Bond Counsel. A real necessity is hereby found for the employment of special counsel in connection with the issuance of the Refunding Bonds, and accordingly Butler Snow LLP, Shreveport, Louisiana (the "*Bond Counsel*"), is hereby employed and requested to do and perform comprehensive legal and coordinate professional work with respect to the issuance of the aforesaid Refunding Bonds of the District for the purposes stated hereinabove. Said Bond Counsel shall prepare and submit to the Governing Authority for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of the Refunding Bonds, shall counsel and advise the Governing Authority as to the issuance and sale of the Refunding Bonds, and shall furnish their opinion covering the legality of the issuance thereof. The fee of special bond counsel in connection with the issuance of the aforesaid Refunding Bonds of the District is hereby fixed at a sum not to exceed the maximum fee allowed by the Attorney General's fee guidelines for comprehensive legal and coordinate professional services in the issuance of the Refunding Bonds, based on the amount of said Refunding Bonds actually issued, sold, delivered and paid for, plus "*out-of-pocket*" expenses. Bond Counsel fees may be paid from the proceeds of the Refunding Bonds and shall be contingent upon the issuance, sale and delivery of said Refunding

Bonds. A certified copy of this Resolution shall be submitted to the Attorney General of the State of Louisiana for his written approval of said employment and of the fee herein designated. No compensation will be due unless and until the Refunding Bonds are delivered.

SECTION 3. Employment of Independent Registered Municipal Advisor. A real necessity is hereby found for the employment of an Independent Registered Municipal Advisor to the Governing Authority in connection with the issuance of the aforesaid Refunding Bonds and therefore the firm of Government Consultants, Inc. (the "*Municipal Advisor*") is hereby engaged. The fee to be paid for such services provided by the Municipal Advisor may be paid from the proceeds of the Refunding Bonds and shall be in an amount agreed to by the Governing Authority. No compensation will be due unless and until the Refunding Bonds are delivered.

SECTION 4. Designation of Underwriter/Placement Agent. Red River Bank is hereby designated as Purchaser in connection with the issuance, sale, and delivery of the Refunding Bonds.

SECTION 5. State Bond Commission. Application is hereby made to the Louisiana State Bond Commission, Baton Rouge, Louisiana (the "*Bond Commission*"), for approval of the issuance and sale of the Refunding Bonds and for consent and authority to proceed with the issuance and sale of the Refunding Bonds as provided above, and Bond Counsel is directed to make application to the Bond Commission in accordance with the foregoing on behalf of the District. By virtue of the District's application for, acceptance and utilization of the benefits of the Bond Commission's approval resolved and set forth herein, it resolves that it understands and agrees that such approval is expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "*State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.*", adopted by the Bond Commission on July 20, 2006 (the "*Policy*"), as to the borrowing and other matters subject to the approval, including subsequent application and approval under said Policy of the implementation or use of any swap or other products or enhancements covered thereby.

SECTION 6. Parish Commission. The Governing Authority hereby formally approves the making of application to the Parish Commission requesting that, in accordance with Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, as amended, and Section 1415 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, the Parish Commission grant its approval to the issuance by the District of the Refunding Bonds. A certified copy of this Resolution shall be submitted to the Parish Commission by the representatives of the Governing Authority or Bond Counsel to the District, with a request of prompt consideration and approval.

SECTION 7. Prescriptive Period. A copy of this Resolution shall be published immediately after its adoption in one (1) issue of the official journal of the District. For thirty (30) days after the date of publication, any person in interest may contest the legality of this Resolution, any provision of the Refunding Bonds, the provisions herein made for the security and payment of the Refunding Bonds and the validity of all other provisions and proceedings relating to the authorization and issuance of the Refunding Bonds. After the said thirty (30) days, no person shall have any cause of action to test the regularity, formality, legality, or effectiveness of this Resolution, and the provisions hereof, for any cause whatever. Thereafter, it shall be conclusively presumed that every legal requirement for the issuance of the Refunding Bonds has been complied with. No court shall have the authority to inquire into any of these matters after the said thirty (30) days.

SECTION 8. Authorized Officers. The Chairman and Administrative Secretary of the District are hereby authorized, empowered and directed to execute such documents, certificates and instruments as they may deem necessary to effect the transactions contemplated by this Resolution.

SECTION 9. Effective Date. This Resolution shall become effective immediately.

THE FOREGOING RESOLUTION having been submitted to a vote, the vote thereon was as follows:

YEAS: Atkins, Cawthorne, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (10)

NAYS: None (0).

ABSENT: Bowman (1).

WHEREUPON, this Resolution was declared to be adopted by the Caddo Parish Commission on this 7th day of February, 2019.

By: /s/Todd Hopkins
Title: Caddo Commission Clerk

By: /s/Stormy Gage-Watts
Title: Caddo Commission President

RESOLUTION NO. 9 OF 2019

BY THE CADDO PARISH COMMISSION:

A RESOLUTION PROCLAIMING FEBRUARY AS "SCHOOL-BASED HEALTH CARE AWARENESS MONTH" IN CADDO PARISH

WHEREAS, school-based health care facilities are an important resource helping to address the health care needs of underserved and uninsured children, providing needed preventative, diagnostic, and treatment services, including direct primary and mental health care for acute and chronic illnesses, health education, case management assistance, and immunizations ; and

WHEREAS, these facilities provide vital counseling on threats to children's health such as childhood obesity, asthma, smoking, substance abuse and violence, as well as behavioral problems ranging from mild to severe; and

WHEREAS, in 1991, the Adolescent School Health Initiative as enacted and school-based healthcare facilities came into existence around the state of Louisiana; and

WHEREAS, a school-based health care facility provides convenient access to comprehensive, primary and preventative physical and mental health services for Caddo Parish public school students at their school sites; and

WHEREAS, as students spend a significant portion of their day on school grounds, school-based healthcare facilities as accessible, convenient, encourage family and community involvement, reduce absenteeism, and work with school personnel to meet the needs of the students and their families; and

WHEREAS, improving awareness and encouraging all Caddo Parish school facilities to make available school-based health care to their students and families is the desire of the Caddo Parish Commission.

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, meeting in legal and regular session this 7th day of February, 2019 that it does hereby proclaim February 2019 as:

'SCHOOL-BASED HEALTH CARE AWARENESS MONTH'

in Caddo Parish, Louisiana, and urges all citizens to join with the Parish in recognition of this important month.

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

RESOLUTION NO. 10 OF 2019

BY THE CADDO PARISH COMMISSION:

A RESOLUTION PROCLAIMING FEBRUARY AS "AMERICAN HEART MONTH" IN CADDO PARISH

WHEREAS, February is designated as American Heart Month; and

WHEREAS, the death rate from heart disease in the United States has fallen dramatically since the 1960's, a significant health victory. Heart disease remains a leading cause of death for both men and women in the United States and unfortunately Caddo Parish; and

WHEREAS, we have learned much about factors that contribute to heart disease, how to monitor those triggers, and ways to treat them. We know that individuals can live longer and better lives by refraining from tobacco use, maintaining an optimal blood pressure and healthy weight, eating a healthy diet, and exercising regularly. Innovative tools and online systems give people more access than ever to information they can use to make informed, health conscious choices; and

WHEREAS, scientific research and evidence-based interventions to prevent or treat heart attacks and strokes have played an important part in making improvements. Developments in technology and discovery of early markers of heart disease have allowed doctors to diagnose and treat disease sooner than ever before. American innovators continue to develop treatments in drugs, equipment and strategies to educate Americans to stay heart healthy; and

WHEREAS, this month we stand with the families and friends affected by heart disease, and we recognize the ongoing efforts of dedicated advocates, researchers, and health care providers who strive each day to raise the awareness about heart disease in Caddo Parish.

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, that it does hereby proclaim February 2019 as:

'AMERICAN HEART MONTH'

in Caddo Parish, Louisiana, and urges all citizens to join with the Parish in recognition of this important month.

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

NEW BUSINESS

It was **moved by Mr. Atkins**, seconded by Mr. Chavez, *to approve 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* be adopted.

Mr. Linn requested that Resolution No. 71 of 2017, Resolution No. 80 of 2017, the audit process, and the minutes of the Commission Clerk & Parish Administrator Evaluation Committee (September 18, 2017) be provided in the minutes:

RESOLUTION NO. 71 OF 2017

BY THE CADDO PARISH COMMISSION:

A RESOLUTION AMENDING THE RULES AND BY-LAWS OF THE CADDO PARISH COMMISSION REGARDING AUDIT AND FINANCE SUBCOMMITTEE, AND OTHERWISE PROVIDING WITH RESPECT THERETO

WHEREAS, the Caddo Parish Charter, 3-09 provides as follows:

Sec. 3-09. - Independent audit.

The commission shall provide for an annual independent post-audit, and such additional audits as it deems necessary, of the accounts and other evidence of financial transactions of the parish government, including those of all parish government departments, offices or agencies. Audits may be by the State of Louisiana or the commission may designate a private auditor to make such audits. The private auditor shall be without personal interest in the affairs subject to audit and shall be a certified public accountant or firm of such accountants. The post-audit shall be completed as soon as possible, but in no event shall it extend beyond six (6) months following the close of the fiscal year. The audit shall be submitted to the commission at one of its regularly scheduled meetings and shall be a public record, and a summary thereof shall be published at least once in the official journal.

WHEREAS, the Caddo Parish Charter, 4-05(8) provides:

Sec. 4-05. - Powers and duties of the parish administrator.

The administrator, as chief executive officer of the parish government, shall have the following powers and duties:

- (8) Provide and establish a system of internal audit of the affairs of the parish, subject to approval by the commission.

WHEREAS, the Caddo Parish Commission believes that an Audit/Finance Subcommittee is an integral part of performing the above functions as outlined in the Charter.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, regular and legal session convened, that Article I of the Caddo Parish Commission Bylaws be amended and reenacted to read as follows to-wit:

ARTICLE I

Powers of Duties of the President

RULE 1: The President shall take the Chair on the Thursday following the first and third Tuesday of each month at 3:30 p.m., unless otherwise provided for by the Caddo Parish Commission. In case the President is absent or unable to preside, the Vice President shall call the Commission to order and preside during the absence or inability of the President. The President shall call the Commission to order, direct a call of the roll, and, except in the absence of a quorum, proceed to business in a manner prescribed by these rules. A special meeting may be called by the President with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.

RULE 2: The President shall possess the following powers and perform the following duties:

- A. He shall preserve order and decorum.
- B. He shall decide all questions of order subject to appeal to the Commission. The Parliamentarian may render an opinion on parliamentary procedures only at the request of the President. However, the President shall not be bound by such opinion.
- C. In the Vice President's absence, he may substitute any member of the commission to perform the duties of the Chair.
- D. When the Commission shall be ready to go into the Committee of the Whole, he shall preside therein or name a Chairman from the body to preside therein or name a Chairman from the body to preside therein.
- E. He shall be a member ex officio of all committees and shall have the right of notice of all meetings thereof and to vote on all propositions before any such committees, and in his absence, the Vice President shall serve.
- F. He shall assign all members of the Caddo Parish Commission to their respective committees and chairmanships. There shall be ten standing committees of the Caddo Parish Commission whose duties respectively shall be to take into consideration all such subjects as properly pertain to the subjects and purposes assigned to each of them and which may be referred to them by the Caddo Commission. Those committees are as follows:
 - (1) Animal Services Committee: To this committee shall be referred, legislation relating to the following subjects: creation and modification of Animal and Fowl ordinances.
 - (2) Appropriations Committee: To this committee shall be referred legislation relating to the following subjects: appropriation of parish funds from the Riverboat Fund; budgetary requirements and procedures; comprehensive parish capital budget.
 - (3) Code Enforcement and Property Standards Committee: To this committee shall be referred all legislation relating to the following subjects: all matters related to the dereliction of public and private lands within the parish outside incorporated municipalities; building code modifications, all matters related to subdivision creation; all matters related to health and safety issues effecting the public.
 - (4) Commission Clerk and Parish Administrator Evaluation Committee: To this committee shall be referred the annual evaluation of Caddo Parish Administrator and Caddo Parish Commission Clerk; setting forth annual recommendation for pay raises and other matters.
 - (5) Economic Development Committee: legislation relating to the following subjects: appropriation of funds from the parish's video poker proceeds; Caddo Parish industrial inducement; economic development districts and special industrial taxing districts, industrial parks and enhancement avenues for new and existing businesses within the Parish of Caddo.
 - (6) Juvenile Justice and Related Services Committee: To this committee shall be referred legislation relating to the following subjects: matters related to Juvenile Court, and Juvenile detention in Caddo Parish; matters regarding community and faith based juvenile programs in the parish.
 - (7) Natural Resource Committee: To this committee shall be referred legislation relating to the following subjects: natural resources generally; mineral resources of parish owned lands; all matters relating to parish parks and recreation and parish waterways.
 - (8) Personnel Policies and Procedures Committee: To this committee shall be referred legislation regarding matters encompassed by the Parish Charter, Commission By-Laws, and Parish Personnel Policies.
 - (9) Veterans Affairs and Services: To this committee shall be referred legislation relating to the following subjects: matters related to Veteran issues, including parish veteran affairs offices, issues effecting veteran care, and support for various programs veterans' throughout the parish.

- (10) Special Needs Committee: To this committee shall be referred legislation relating to the following subjects: matters related to issues not covered in the other nine standing committees, including but not limited to long range planning, alcohol licenses, constables and justices of the peace, facilities and space utilization, and all matters related to disaster relief and emergency response.
- (11) Audit/Finance Committee: To this committee the Administrator shall present his recommended process for a comprehensive internal audit of the parish no later than the second regular Commission meeting of each year. This committee shall make a recommendation regarding approval of that process to the Commission body no later than the first regular February meeting of each year. The Administrator and Director of Finance shall also present an overview of the financial matters of the Parish to this committee on a quarterly basis and this committee shall make recommendations to the Commission body regarding any budget amendments requested by agencies or departments included in the Parish budget.

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 January 18, 2018.

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

RESOLUTION NO. 80 OF 2017

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO APPROVE THE INTERNAL AUDIT PLAN FOR FISCAL YEAR 2018 AND SUBSEQUENT YEARS, AND OTHERWISE PROVIDING WITH RESPECT THERETO

WHEREAS, the Caddo Parish Charter Section 4-05(8) provides that the administrator is to "provide and establish a system of internal audit of the affairs of the parish, subject to commission approval;"

WHEREAS, the administrator has prepared said plan and now submits the plan for commission approval as required by the Charter;

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that it hereby approves the internal audit plan for fiscal year 2018 and subsequent years (which is the calendar year) attached to this resolution.

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.

PARISH OF CADDO Proposed Internal Audit Process Submitted October 2017 for 2018 and Subsequent Years

Sec. 4-05(8) of the Caddo Parish Charter requires that the Parish Administrator, as chief executive officer of the parish government, provide and establish a system of internal audit of the affairs of the parish, **subject to approval by the Commission**. Following is the Parish Administrator's recommendation for establishing an internal audit process for the Parish of Caddo.

Submission of the 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**. As part of these deliberations, the commissioners shall be invited to recommend areas for inclusion in the plan **through the Audit and**

Finance Committee. The plan shall include the auditees scheduled for audit during the year, a statement of the scope of the audit and the estimated time required to complete the audit. The annual audit plan shall be transmitted **to the Commission for final approval as a resolution.** Any changes to the audit plan would require the **approval of the Commission.** The **Commission will determine if submission to a subcommittee is required;** the **Commission is asked to approve** the plan no later than the second regular Commission in February.

Performance of the Internal Audit Services

It is the Administrator's recommendation that internal audit services for all Parish departments and funded agencies be outsourced to a third-party contractor from the approved list from the Louisiana Legislative Auditor. The Parish will request sealed competitive proposals for the internal audit services.

- The selected audit firm will be responsible for performing all of the services and complying with all requirements of the request for proposal (RFP) for a period of one year with a maximum four (4) one-year extensions if **approved by the Caddo Parish Commission.**
- The selected audit firm shall be independent of all the programs, functions, operations, and activities that will be audited, to ensure the impartiality and credibility of the audit work undertaken.
- The selected audit firm shall ensure all work complies with industry standards and best practices related to any function under audit.
- The Parish's current external auditor for its year-end financial statements will not be permitted to submit a proposal to the RFP.
- If the plan is approved, the RFP will be issued by January 31, 2018 and commencement of work will begin no later than May 1, 2018.

Proposal Evaluation and Contract Award

The Parish will conduct a fair, comprehensive, and impartial evaluation of all proposals received in response to the RFP using an evaluation committee comprised of the following:

- President of the Commission
- Vice-President of the Commission
- Parliamentarian of the Commission
- Chair of the Audit & Finance Committee
- Parish Administrator & CEO
- Director of Finance & Human Resources
- Parish Attorney

Each member of the evaluation committee will conduct an independent review of each proposal submitted and will assign each proposal/respondent a score. These scores will be averaged for each respondent. The evaluation committee may request clarification of information or representations in any of the proposals before completing the initial evaluation.

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 plan 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 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); the sensitivity, complexity, and difficulty of the project compared to its likely impact; staff qualifications and other resources available; and the breadth and depth of audit coverage across Parish government. It is anticipated that a multi-year internal audit schedule would be developed covering the following functions:

- **Administration and Legal**
- **Commission & Commission Clerk**
- **Facilities and Maintenance**
 - Caddo Correctional Center (CCC)
 - Caddo Parish Courthouse
 - Caddo Parish Health Units
- **Finance and Human Resources**
 - **Accounting**
 - Human Resources
 - Purchasing
 - Information Systems
- **Juvenile Services**

- Probation
- Detention
- **Parks and Recreation**
- **Public Works**
 - Adjudicated Property
 - CVEU Unit
 - Fleet Services
 - North Camp
 - South Camp
 - Solid Waste
- **Parish Funded Agencies**—Biomedical Research Foundation, Coroner's Office, District Attorney's Office, First Judicial District Court, LSU Extension Service, Juvenile Court, and the Registrar of Voters
- **Non-Governmental Organizations (NGOs)**
- **Special Audits**—The Parish may request the selected audit firm to provide additional audits outside of the functions noted above. Any special audits not included in the audit plan would **require the approval of the Commission.**

Reporting

On completion of each audit, the audit firm shall distribute the report simultaneously to the Caddo Parish Commission and the Parish Administrator and CEO.

On a quarterly basis, a report on progress against the plan, corrective action recommendations, and administrative matters will be presented to the Audit & Finance Committee until all items are deemed complete.

MINUTES OF THE MEETING OF THE CADDO PARISH COMMISSION'S COMMISSION CLERK & PARISH ADMINISTRATOR EVALUATION COMMITTEE HELD ON THE 18th DAY OF SEPTEMBER, 2017

The Caddo Parish Animal Services Committee met in legal session on the above date, at 3:00 p.m., in the Government Chambers Conference Room, with Mr. Matthew Linn, Chairman, presiding, and the following members in attendance: Commissioners Cawthorne, Dominick, Jackson and Linn (4). ABSENT: None (0).

Also in attendance were Parish Administrator Dr. Woodrow Wilson, Parish Attorney Donna Frazier, Finance Director Erica Bryant, Commissioner Mike Middleton, and Mr. John Settle.

Mr. Linn welcomed everyone, and stated that today's meeting is to discuss the following items:

- Caddo Parish Charter Section 3-09, Independent Audit.

Mr. Linn requests that the Parish Attorney also explain Caddo Parish Charter Section 4-05 to the committee

Attorney Frazier stated that Section 3-09, the Commission shall provide for an annual independent post-audit, and such additional audits as it deems necessary, of the accounts and other evidence of financial transactions of the parish government, including those of all parish government departments, offices or agencies. Audits may be by the State of Louisiana or the commission may designate a private auditor to make such audits. The private auditor shall be without personal interest in the affairs subject to audit and shall be a certified public accountant or firm of such accountants. The post-audit shall be completed as soon as possible, but in no event shall it extend beyond six (6) months following the close of the fiscal year. The audit shall be submitted to the commission at one of its regularly scheduled meetings and shall be a public record, and a summary thereof shall be published at least once in the official journal.

Ms. Frazier point out that this is the audit that must be completed before June 30th each year and a copy sent to the Louisiana Legislative Auditor. The go through the finances of all departments and agencies.

Answering a question from Mr. Dominick regarding the information given to the Commission a couple of weeks ago related to an audit, Ms. Frazier stated that the information given at that time was the process she is now discussing. Ms. Frazier agreed with Mr. Dominick that this process is mandated by State Law and must be done each year.

Mrs. Bryant pointed out that the engagement of the firm for audit must be approved by the Legislative Auditor's Office.

Dr. Wilson stated that for 2 years in a row there have been no findings in the annual audit.

Mr. Jackson stated that this meeting came about because in the section it states that the Commission shall provide for an annual independent audit and there were questions if this was really being followed.

Answering a question from Mr. Jackson related to Carr, Riggs and Ingram being selected for the annual audit, Dr. Wilson stated that it was done with RFP's being put out by the Finance Director. Dr. Wilson stated that since he became Administrator, he has followed what his predecessor had done and probably what his predecessor had done. Dr. Wilson stated that most issues have been cost driven and the only time issues came up that were contentious was with KPMG and the two could not come to terms dealing with the RFP.

Mrs. Bryant stated that when she arrived with the Parish, RFP's were put out through the department of Finance and this has continued to be the process.

Ms. Frazier stated that basically the approval of hiring the auditor process has come when the Commission approves the Parish Budget. If the Commission wants a different process they can change it by a vote of the Body.

Answering a question from Mr. Linn regarding whether 3-09 already states its the parish's obligation to initiate the process, Ms. Frazier points out that the wording does not say "initiates", it states "provides". She does however agree there is a wide latitude of what provide means.

Mr. Dominick stated that if we are putting it in the budget, we are providing for the annual audit.

Mr. Jackson pointed out that there also could be more control by the Commission if it saw fit to do so.

Mrs. Bryant stated that any change would need to be in place by February. If the process is changed, the Department of Finance will still coordinate the matters of the RFP's, etc...

Mr. Linn stated that 4 weeks ago Michelle Watson was hired to do an internal audit of Animal Services and their inside process relating to day-to-day operations.

Mr. Dominick stated that we can continue to move along like has been done for 20 plus years or we can change the process to reflect more like the hiring of financial institutions every three years. Mr. Dominick would like to see the final audit given at a Commission meeting.

Mr. Linn stated that the next issue involves the hiring of Michelle Watson to perform an internal audit of Animal Control.

Mr. Linn brought up Section 4-05, "to provide and establish a system of internal audit of the affairs of the parish, subject to approval by the commission". Mr. Linn stated that he does not believe the commission gave that approval. So Mr. Linn wants to know what other audits have been performed that the commission is not aware of at this time?

Ms. Frazier stated that internal audits do fall under Section 4-05 as a matter of course but appears that the Commission had gotten away from approving these internal audits and she is not positive when that change actually occurred. Ms. Frazier stated that in the 12 years she has worked for the Commission the current process has been used.

Dr. Wilson stated that this process was what was in place when he took over as Administrator in 2006.

Mr. Linn stated that it was his understanding that legal is tasked with making sure the Commission and Administration are following the Charter on all items.

Dr. Wilson stated that as far as he knows this is the only time the Administration has not come to the Commission for the approval of an internal audit.

Mrs. Bryant stated that in the past the Administrator (she's not sure what year that transpired) has designated the Department of Finance to establish the internal audit. Mrs. Bryant stated that they have used internal staff from Finance in the past but decided it might be better to contract with someone outside and that is when Ms. Watson was contracted to perform internal audit at Animal Services.

Mrs. Bryant stated that when they decided to contract for outside services they did not come to the Commission for approval because it has been the Department of Finance's responsibility to handle the internal audit. Mrs. Bryant stated that this is the first time the department contracted with

outside services for an internal audit, although, the department did try to contract with another gentleman a couple years ago but he did not issue a report.

Answering a question from Mr. Linn regarding what other department has had an internal audit; Mrs. Bryant stated that they include adjudicated property, juvenile services, fleet services, and parks and recreation. This list of audits were performed in house.

Answering a question from Mr. Linn regarding whether audits done in house should be approved by the Commission, Ms. Bryant stated yes as long as they don't abdicate that responsibility. Ms. Frazier stated that this approval was not done in either in-house or outside contracted version.

Ms. Frazier stated that proposed Resolution 71 of 2017 should clear up some of these issues in the future.

Mr. Linn stated that if he would have been asked to approve this animal services internal audit, he would have demanded an unabridged copy of the report. Mr. Linn would like a copy of the unabridged audit the Administration receives.

Answering a question from Mr. Dominick regarding past internal audits performed in-house and this new audit, Dr. Wilson stated that since he was a department head, the process has always been that the Department of Finance initiates an internal audit and those findings were disclosed with Administration and the department being audited. When he became the administrator, he followed the process that existed. Dr. Wilson stated that if the Commission wants to change that process, they will follow that change.

Mr. Jackson believes that the new committee with the passage of Resolution No. 71 of 2017, may fill that gap for future questions related to internal audits.

Mr. Linn also said that there could be items in the Charter that "might be slipping under the radar".

Mr. Atkins stated that the Commission is not giving away its obligations by having a third-party audit company conducting the audits. He believes that it is important to have a third-party audit firm driving the process as opposed to the Commission driving it. He said that the third-party audit firm is unbiased.

Mr. Jackson commended Mr. Linn for bringing the oversight to the Commissioners' attention.

Dr. Wilson stated that his predecessor was utilizing in-house CPA capabilities to save money. He said what was missing was bringing that plan before this body for its approval. Subsequently, Administration asked for an independent audit. Mr. Linn then asked that these audits be brought forward consistently, Dr. Wilson said.

At this time, Mr. Atkins' motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Cawthorne, Chavez, Dominick, Gage-Watts, Jackson, Louis Johnson, Lyndon B. Johnson, Linn, Middleton, and Smith (11). NAYS: None (0). ABSENT: Commissioner Bowman (1). ABSTAIN: None (0).

COMMUNIQUES AND COMMITTEE REPORTS

- Mrs. Gage-Watts congratulated the fifty-seven employees who were honored at the Pin Ceremony.

- Mr. Chavez announced that there will be a Southern Hills Cleanup on Saturday, February 9 at 8:00 a.m. Rhino Coffee and Southern Maid will be sponsoring the event. Southwood High School students, Pathway students, Job Corps, and Boys to Men mentor group will be participating in the event.

He also announced that there will be a Raising the Flag ceremony at the Downtown Airport on February 13 at 9:00 a.m. He explained that there currently is not an American Flag, so Caddo Parish donated one and Lt. Governor Billy Nungesser donated a Louisiana State Flag for the ceremony. Southwood JROTC will be present to raise the flag.

- Mr. Lyndon B. Johnson pointed out that the 'In God We Trust' seals are now displayed on the columns in the Government Chambers.

He also announced that Mrs. Stormy Gage-Watts will become the President of the Black Caucus on February 14, 2019.

He also requested that there be communication with the City of Shreveport regarding the sound for presentations.

- Mr. Jackson announced that Cherokee Park will have a neighborhood association meeting on February 19 at 6:00 p.m. at Maime Hicks Park.

He also thanked Administration and Facilities & Maintenance for helping out with the NACA Conference regarding first time homeownership.

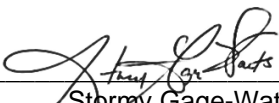
- Mrs. Gage-Watts announced that the Juvenile Justice Committee will meet on February 19 at 1:30 p.m. She also announced that on the Airport Park Community Center will host its Black History Month program on February 21 at 10:30 a.m.

CITIZENS COMMENTS (late arrivals)

Mr. Mike Busada introduced himself and thanked the Commission for approving Resolution No. 8 of 2019.

Ms. Irma Rogers thanked the Commission for helping fund the MLK Community Development Corporation. She said that they passed out more than 125 turkey dinners for Thanksgiving this past year. They were also able to provide underwear, socks, hats, and coats to low-to-moderate income children during the month of December. She thanked the Commission once again for appropriating those funds to be able to help the citizens of Caddo Parish.

There being no further business to come before the body, the meeting was adjourned at 5:01 p.m.



Stormy Gage-Watts
President

Todd Hopkins
Commission Clerk