

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL POLICIES & PROCEDURES COMMITTEE
HELD ON THE 19th DAY OF APRIL, 2021

The Caddo Parish Commission met in a Personnel Policies & Procedures Committee Meeting, on the above date, at 2:00 p.m., via Zoom teleconference, with Mr. Hopkins, Chairperson, presiding, and the following members in attendance constituting a quorum: Commissioners Chavez, Hopkins, Jackson, and Johnson (4). ABSENT: Commissioner Burrell (1).

The invocation and Pledge of Allegiance was given in the committee meeting prior to this meeting.

NEW BUSINESS

The Chair welcomed everyone to the Committee and said the following item will be discussed:

- *Discuss updates to current By-Laws, Articles 1-6*

The Committee moved onto Article I, Powers of Duties of the President.

Mr. Jackson had a question regarding Rule 2, Section H, he shall be authorized to assign Commission members to represent the Commission on all boards and commissions with ratification by the Commission. Mr. Jackson suggested that it say all Commission Board.

Attorney Bernstein said that the question is which boards do Commissioners sit on as a result of being a Commissioner. He also explained that the Commission President can nominate a candidate, but it would have to be ratified by the full body.

Mr. Johnson also explained that it would need to be a Commission board to be appointed on that board.

It was **moved by Mr. Johnson**, seconded by Mr. Chavez, *to forward to the full body a recommendation to remove Article II, Rule 1, items O. Communiques and Reports (includes Administrator & President) and P. Citizens Comments (late arrivals).*

Mr. Johnson then noticed that Communiques & Committee Reports are not listed twice on the agenda. At this time, Mr. Johnson withdrew his motion.

It was **moved by Mr. Hopkins**, seconded by Mr. Johnson, *to forward to the full body a recommendation to remove the language in Article II, Rule 3, which shall be confined to the Commission meeting held on the third Thursday of each month.*

Mr. Hopkins said that this language delays the process with the MPC.

At this time, Mr. Hopkins' motion carried, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, and Johnson (3). ABSENT: Commissioners Burrell and Jackson (2).

The Committee then moved onto Article III, Rights & Duties of Members of the Caddo Parish Commission.

It was **moved by Mr. Hopkins**, seconded by Mr. Chavez, *to forward to the full body a recommendation to remove Article III, Rule 6, All roll call votes shall begin with the member making the motion and proceeding alphabetically.*

Mr. Hopkins explained that this has never been followed. He said that roll call votes are normally done by district number, not alphabetically.

At this time, Mr. Hopkins' motion carried, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, Jackson, and Johnson (4). ABSENT: Commissioner Burrell (1).

The Committee then moved onto Article IV, Order & Decorum.

Mr. Johnson suggested that Point of Clarification be added in the By-Laws. Mr. Hopkins suggested to keep it general right now. Mr. Chavez asked that Legal provide to each Commissioner the definition and difference between Point of Clarification and Point of Order.

The Committee then moved onto Article V, Rights & Duties of the Commission.

Mr. Jackson pointed out that there is a penalty listed under Rule 1. Mr. Hopkins said that

the Commission can request the Sheriff's Office to impose the penalty as provided in the state statutes.

Mr. Hopkins also suggested adding language in the By-Laws regarding teleconference meetings. Attorney Bernstein agreed. Mr. Hopkins asked that the committee members submit suggestions regarding teleconference meetings for the next committee meeting.

Mr. Jackson mentioned that he is not done with holding virtual meetings. He also said that the order does not prohibit holding virtual meetings.

Mr. Hopkins asked that the Clerk of the Commission offer any suggestions to the By-Laws. The Clerk of the Commission offered the following recommendations:

- *Add Long Range to Article I, Rule 2, Section F, Item 10.*

It was **moved by Mr. Chavez**, seconded by Mr. Hopkins, *to forward to the full body a recommendation to add "Long Range" to the Special Projects Committee title. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, Jackson, and Johnson (4). ABSENT: Commissioner Burrell (1).

- *Add Item 12, Alcohol Beverage Committee, to Article I, Rule 2, Section F*
- *Add a section for Teleconference Requirements in Article II, Rule 1*

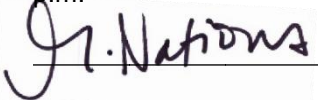
Mr. Johnson explained that it was listed under Agenda Additions because if there were not enough votes in favor of the teleconference meeting per the requirements, then the meeting would not happen. He would like for it to be listed under Agenda Additions.

- *Article III, Rule 2, amend the language to reflect, "The Commission Clerk shall have a synopsis of all such resolutions and ordinances...."*
- *Article III, Rule 3, amend the language to "reflect electronic voting method"*
- *Article V, Rule 3, remove ad hoc*
- *Article V, Rule 5, amend the language to reflect "electronic voting method"*
- *Article V, Rule 10, fix typo from lair to liar*

It was **moved by Mr. Jackson**, seconded by Mr. Hopkins, *to accept all of the technical changes recommended by the Clerk and amend the By-Laws to be gender neutral. Motion carried*, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, Jackson, and Johnson (4). ABSENT: Commissioner Burrell (1).

There being no further business to come before the Committee, the meeting was adjourned at 2:46

p.m.



Assistant Commission Clerk