

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL POLICIES & PROCEDURES COMMITTEE
HELD ON THE 29th DAY OF APRIL, 2021

The Caddo Parish Commission met in a Personnel Policies & Procedures Committee Meeting, on the above date, at 3:00 p.m., in the Government Chambers, with Mr. Hopkins, Chairperson, presiding, and the following members in attendance constituting a quorum: Commissioners Burrell, Chavez, Hopkins, and Johnson (4). ABSENT: Commissioner Jackson (1).

Mr. Johnson gave the invocation, and Mr. Chavez led the Committee in the Pledge of Allegiance.

NEW BUSINESS

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

- *Discuss updates to current By-Laws, Articles 7-13*
- *Discuss Resolution No. 39 of 2021, a resolution amending the Rules & By-Laws of the Caddo Parish Commission regarding the creation of special revenue funds initiated by Commissioners, and otherwise providing with respect thereto*

The Committee moved onto Article VII, Motions and Their Precedence.

It was **moved by Mr. Hopkins**, seconded by Mr. Chavez, *to forward to the full body the following recommendations in Article VII:*

**ARTICLE VII
Motions and Their Precedence**

RULE 1: Every motion, ~~or~~ resolution, ordinance shall be read by title or definition by the President or the Commission Clerk before debate or putting of the question.

RULE 2: After a motion, ~~or~~ resolution, ordinance is stated by the President, the Commission may act upon it, but it may be withdrawn by the maker and the second at any time before it is amended or voted upon.

RULE 3: A motion to adjourn or to take a recess shall always be in order except when the President is putting a question, while a member has the floor, after the previous question has been ordered, or while the Commission Clerk is calling the roll.

RULE 4: An amendment to an amendment cannot be amended.

At this time, Mr. Hopkins motion carried by acclamation.

Mr. Burrell asked for more information regarding Rule 4. Mr. Hopkins explained that amendments cannot be amended for a third time. Mr. Burrell then wanted to know if it could be substituted. Attorney Frazier explained that substitute motions and amendments are interchangeable.

Mr. Johnson said that a substitute changes the motion, but an amendment adds to or takes away from in the body. Attorney Frazier said that the Commissioners use the terms interchangeably. She suggested that the Committee look at Robert's Rules of Orders and determine how many times will be allowed for amendments and substitutions.

It was **moved by Mr. Johnson**, seconded by Mr. Hopkins, *to forward to the full body a recommendation to add a glossary in the By-Laws. Motion carried by acclamation.*

The Committee then moved onto Article VIII, The Previous Question.

It was **moved by Mr. Johnson**, seconded by Mr. Hopkins *to forward to the full body the following recommendations in Article VIII, to clean up the language, and to include the Clerk's Note in Rule 1:*

**ARTICLE VIII
The Previous Question**

RULE 1: The previous question shall be as follows: Shall the main question now be put, and until it is decided, it shall preclude all amendments or debate. When, on taking the previous question, the Commission shall decide that the main question shall not now be put, the main question shall be considered as still remaining under debate. The main question shall be considered as still remaining under debate. The main question shall be on passage of

the ~~bill, motion, ordinance, or resolution or other matter under consideration~~, but when the amendments are pending, the question shall first be taken upon such amendments in their order.

Clerk's Note:

The previous question is a motion to close debate that can only be made by someone who has been recognized by the chair and it requires a two-thirds vote. If the previous question isn't adopted, you continue with debate until the cows come home, or until nobody has anything else to say, whichever comes first.

At this time, Mr. Johnson's motion carried by acclamation.

The Committee then moved onto Article IX, General Provisions.

Mr. Johnson wanted to know if the capabilities should be added to the this article. Attorney Frazier explained that the capability to meet virtually is covered by state statute.

Mr. Burrell asked for more clarification. Attorney Frazier said that the only allowance for Zoom meeting is declared by state statute during a pandemic when it would cause too great of a danger to someone's health and well-being. Mr. Burrell pointed out that this is the first pandemic the Commission has gone through. Attorney Frazier agreed and said that Zoom meetings were allowed due to state statute.

Mr. Hopkins suggested to add language or a rule stating, "except where state statute applies". Attorney Frazier explained that these By-Laws are how the Commission conducts their meetings, whereas the Zoom meetings are actually provisions of state law. She suggested that those provisions not be put in the By-Laws.

Mr. Johnson also talked about Rule 4 and wanted to know if the Commission ever does petitions. Mrs. Bryant gave an example of the 60/40 program with roads. She explained that there has to be a petition with a certain number of signatures on it before an ordinance is prepared. Attorney Frazier said that this petition would need to be made part of the official record.

It was **moved by Mr. Hopkins**, seconded by Mr. Johnson, *to forward to the full body the following recommendations:*

**ARTICLE IX
General Provisions**

- RULE 1: The Caddo Parish Commission shall meet on the Thursday following the first and third Tuesday of each month at 3:30 p.m. in the Government Chamber on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, unless a holiday, and then on the business day following, and on such other days as the Commission may adjourn to. Special meetings may be called by the President or a majority of all members with twenty-four hours previous notice, but not on weekends or holidays, except in extreme emergencies.
- RULE 2: The Commission shall determine what communications, petitions, resolutions, ordinances, or other matter shall go into the official proceedings or minutes.
- RULE 3: Any of these rules may be changed by a two-thirds vote of a majority of all members, provided previous notice has been given at the prior regular meeting.
- RULE 4: All previous acts, rules, resolutions, or parts thereof pertaining to by-laws inconsistent with these rules are hereby rescinded and repealed.
- RULE 5: These rules will become effective immediately upon adoption.

At this time, Mr. motion carried by acclamation.

The Committee then moved onto Article X, Work Sessions.

It was **moved by Mr. Hopkins**, seconded by Mr. Johnson, *to forward to the full body the following recommendations in Article X:*

**ARTICLE X
Work Sessions**

- RULE 1: Work Sessions will be in the Government Chamber 3:30 p.m. on the first floor of the Government Plaza Building, 505 Travis Street, Shreveport, Louisiana, on the Monday preceding the meeting of the Caddo Parish Commission, unless a holiday, and then on the business day following, or on such other day as the Commission may set.

RULE 2: Work Sessions will be chaired by the Commission President/ or Vice President in his absence or his designee, and shall constitute a standing committee of the whole. Proposals Ordinances, resolutions, or other matters before the Commission body submitted to the Work Session can by a majority vote of those members present be forwarded to the Commission agenda on Thursday by a recommendation for approval or, in instances where additional information or further deliberation is required, by a motion to delay action until Thursday. Actions approved or delayed by the Work Session can also specify referral to a future Commission meeting agenda. Actions forwarded to a Commission agenda will be placed in the appropriate agenda heading, i.e., Old Business, New Business, Ordinances, Resolutions, etc. Administration responses to requests for additional information made during the Work Session will be placed on the Thursday Commission agenda under the heading of ~~A~~Communique and Reports.

RULE 3: The Commission Clerk, assisted as required, will record the actions taken in the Work Sessions. In addition, the Commission Clerk will prepare the minutes of each Work Session in final form prior to subsequent Commission meetings.

RULE 4: Two Work Session agenda files will be established by the Commission Clerk. Agenda items for each Work Session should be developed from this file. In addition, key staff members should advise the Commission Clerk regarding additional items that should be placed on the Work Session agenda. It will also be the responsibility of the Commission Clerk to ~~insure~~ ensure that items referred from the Commission for Work Session action are included on the subsequent agendas. Moreover, the Commission Clerk will be responsible for inclusion of follow-up action to be placed on subsequent agendas.

At this time, Mr. Hopkins' motion carried by acclamation.

The Committee then moved onto Article XI, Procedures Governing Speakers before the Commission.

Mr. Hopkins believes 15 minutes is too long for a presentation. Mr. Johnson agreed and suggested that 12 minutes be given for presentations. Mr. Burrell disagreed and said that the visitors should be allowed the maximum time for their presentation.

Mr. Johnson

It was **moved by Mr. Johnson**, seconded by Mr. Hopkins, *to forward to the full body the following recommendations:*

ARTICLE XI Procedures Governing Speakers before the Commission

~~RULE 1: Public does not speak at the Work Sessions unless invited by the Commission to make a special presentation.~~

RULE ~~2~~ 1: At the beginning of each meeting (Work Session or Regular Meeting), the President shall announce that individuals wishing to be heard under Citizens Comments, must fill out a card which will be presented to the President prior to their comments. Those wishing to address the Commission under Public Hearings shall fill out their card which will be presented to the President. Each card will have blanks for subject matter and case number, as well as name of individual wishing to speak for or against that subject.

RULE ~~3~~ 2: The President shall group all requests to speak according to subject matter. As each topic comes up on the agenda, the President will in turn call upon those who asked to speak on that subject.

RECOGNITION OF VISITORS: CITIZENS COMMENTS:

RULE ~~9~~ 3: Visitors who desire to address the Commission will be notified by the President at the beginning of the meeting to fill out a card to be presented to the President prior to recognition.

RULE ~~40~~ 4: Discussion is limited to 3 minutes per person.

RULE ~~44~~ 5: The number of people speaking on a subject will be limited to 5.

RULE ~~42~~ 6: Questions may be asked by Commissioners when the subject appears on the agenda. If the subject being discussed does not appear on the agenda for that day, the Commission will place it on the following Work Session agenda if requested by the visitors.

PUBLIC HEARINGS AND ZONING HEARINGS

RULE ~~4~~ 7: Discussion shall be limited to 3 minutes per person, or a total of 15 minutes for all the proponents of an issue, and 15 minutes for all opponents.

RULE 5 8: The number of people speaking on each side of a subject shall be limited to 5.

RULE 6 9: The Commission cannot ask any questions during Public Hearings until both sides, proponent and opponent, have completed their presentations. The Commission cannot ask questions during Citizen Comments, the President shall assign staff to follow up on issues brought up during comments.

SPECIAL PRESENTATIONS:

RULE 8 10: The time limit for Special Presentations shall be at the discretion of the President limited to fifteen minutes per presentation from visitors.

At this time, Mr. Johnson's motion carried by acclamation.

The Committee then moved onto Article XII, Travel Policy.

Mr. Hopkins talked about the airline tickets. He said that he does not feel comfortable having the Commissioners' personal information on file. Mrs. Bryant explained that some Commissioners put their information in for the travel and contact Finance or Purchasing to pay for the travel.

Mr. Burrell wanted to clarify that Commissioners who travel can pay up front and get reimbursed. Mrs. Bryant agreed.

Mrs. Barnett also mentioned that the IRS requires that the printout for mileage be submitted with the travel expense report.

Mr. Johnson talked about Rule 6, Expense Reports. He wanted to know if this rule was necessary since it is not being enforced. Mrs. Bryant said that it is an encouragement to turn in the travel expense report. She also said that there cannot be outstanding travel advances. She also mentioned that the deadline is within 15 days of the completion of the travel.

Mrs. Bryant further explained that the issue with a travel expense report not being turned in is that there is an outstanding travel advance that Finance had not reconciled and cannot show proof for. Mr. Johnson wanted to know if Finance could deduct the monies from their paychecks. Mrs. Bryant said that they do eventually. Mr. Johnson suggested putting this in the By-Laws.

Mrs. Barnett said that the expense reports need to be returned by the end of the fiscal year.

It was **Mr. Johnson**, seconded by Hopkins, *to forward to the full body the following recommendations in Article XII:*

ARTICLE XII Travel Policy

RULE 1: AUTHORIZATION

Each Commissioner shall be authorized to attend the following annual meetings:

- A. The Louisiana Police Jury Association of Louisiana Convention
- B. Two (2) additional national meetings sponsored by the National Association of Counties
- C. The National Association of Black County Officials or the American Counties for Energy Independence
- D. The Police Jury Day at the Legislature

Travel by Commissioners on official Caddo Parish business such as bond sales, financial consultation, economic development, or in support of federal or state grants, education or lobbying members of the Louisiana Legislature and United States Congress, or their staffs on behalf of the Commission as a body shall be by majority vote of the Commission except in emergency cases.

Furthermore, the same exception applies in the case of a Commissioner currently serving as an officer of the Police Jury Association of Louisiana, National Association of Counties, National Association of Black County Offices, or the American Counties for Energy Independence, on the Executive Board of Directors of the Police Jury Association of Louisiana traveling within the State of Louisiana to and from official functions of said association.

Whenever all or a portion of a Commissioner's travel expenses are reimbursed by a third

party any further reimbursement of such expenses by Caddo Parish shall be limited to the difference between the expenses reimbursed by said third party and those authorized by current parish policy.

The Parish has no obligation to pay travelers for expenses that are not in compliance with this policy. Personal items, entertainment, alcoholic beverages, and expenses of family members or guests are not authorized travel expenses. Additionally, Commissioner travel shall not be paid out of any other department's budget during a calendar year.

RULE 2: DAILY EXPENSES

- A. **Meals** - Meal charges will be reimbursed at IRS established rates established by the Department of Finance applicable to all Parish Employees. These rates will include tips. No entertainment expenses in excess of the applicable per diem limits will be allowed unless pre-approved by the Commission. (Go to <https://www.gsa.gov/travel/plan-book/per-diem-rates> for current per diem rates.)
- B. **Hotel** - Room charges shall be reported at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be charged. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall also be pro-rated to the single rate. Any advance room deposits paid by the Commission must be deducted from the first night's charges. Hotel receipts must be attached to the Expense Account.
- C. **Telephone** - Reasonable charges may be entered for necessary calls to the home or office of the individual.
- D. **Taxi Ride sharing services**- Reasonable taxi ride sharing tolls are allowed for necessary ground transportation at the travel destination; reimbursement will be made only for taxi ride sharing toll charges supported by a receipt.
- E. **Tips** - All customary tips for normal services, excluding meals, should be reported on this line of the Expense Account.
- F. **Parking** - Charges reported related to necessary fees at hotel garages, ~~and airports,~~ and other paid parking when on official business.

RULE 3: TRANSPORTATION EXPENSES

A. Airline Ticket

- 1. Elected officials and employees have the option of making their own travel arrangements or having the parish purchase airline tickets directly. In either case, discounted airfare rates shall always be utilized where available for scheduled events, and flights shall be made by the most direct routing.
- 2. The Commission Clerk shall, within 40 calendar days in advance of the scheduled departure date for a planned event, ascertain available airline discount rates by contacting ~~travel agency representatives and/or~~ airline agents. All Commissioners shall be advised of this rate by memo from the Commission Clerk within three days.
- 3. The airline ticket rate so ascertained will be used as the base rate for air travel reimbursement or as reimbursement for travel by private automobile (as outlined in Item C,2 below). Any costs in excess of 110% of the base rate will be borne by the individual Commissioner.
- 4. A copy of the ticket shall be attached to the Expense Account whenever an airfare charge is claimed thereon.

~~B. Parish Car~~

- ~~1. Receipts for fuel, oil and other necessary automobile operating costs must be attached to the Expense Account form. Parish automobiles should only be utilized for in-state travel and short out-of-state business trips of approximately 250 miles or less.~~

C. Personal Car

- 1. Mileage for use of personal automobiles utilized on Parish business is reimbursed at the rate established by the State of Louisiana (~~currently \$0.24 per mile~~) (Go to <https://www.gsa.gov/travel/plan-book/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileage->

[reimbursement-rates](#) for current mileage rates.) Mileage charged shall be measured by direct route to the destination and may include required local driving upon arrival.

2. Mileage for ~~Aside trips~~ or personal usage of the automobile should not be claimed. The mileage rate reimbursements method may not be utilized for out of state trips of over 250 miles. In instances where the elected official or employee wishes to drive a personal automobile on a lengthy business trip, an amount equal to the lowest established round-trip airfare will be utilized in lieu of the mileage rate (See Item A,3 above). This amount is an all-inclusive reimbursement and such items as automobile operating expenses, meals and lodging will not be claimed while en route to the destination.
3. Mileage to and from destination shall be attached to the expense report.

D. Rental Car

1. The use of rental cars should be limited to those cases where extensive local usage is required at the travel destination, the cost of taxis or other alternatives would not be cost effective, or no other means of local transportation is readily available. Receipts should be attached to the Expense Account whenever charges for rental cars are claimed.

RULE 4: OTHER ITEMIZED EXPENSES

- A. **Registration Fees** - Actual amounts paid for on-site conference registration fees may be charged, though early registration is strongly encouraged when it results in a reduced fee. Receipts for these items must be attached. Dues for special affiliations and/or advocacy groups will not be reimbursed.
- B. **Other** - All other necessary or unusual expense items, for which no other category is appropriate, must be claimed on this part of the Expense Account. Receipts for all such items should be attached.

RULE 5: TRAVEL EXPENSE ADVANCES

Travel expense funds may be disbursed by the Director of Finance prior to travel if such an advance is requested, unless such a request is in conflict with Rule 6 (below). Travel expense advances will be calculated to include an amount sufficient only for hotel cost, transportation (if not purchased in advance), and the established per diem meal cost.

RULE 6: REPORTING EXPENSE ACCOUNTS

Expense accounts shall be filed within ~~45~~ 30 days after completion of the Parish business for which the travel was incurred. Failure to file an expense account within the ~~45~~ 30-day period shall result in a ~~reduction of 25 percent from the total expenses that would otherwise be allowable.~~ garnishment of wages from that individual until the outstanding expense advance is reconciled. No subsequent travel advances nor reimbursement for subsequent travel shall be granted to an individual with a previous outstanding expense advance.

RULE 7: GENERAL

- A. The Director of Finance shall comply with the foregoing procedures when it becomes necessary to process individual travel expense reports.
- B. The Administrator and Chief Executive Officer shall apply similar guidelines to Commission, staff and agency travel requests and accounting.
- C. The Administrator and Chief Executive Officer shall provide the Commission with a quarterly report of staff and agency travel for informational purposes.

At this time, Mr. Johnson's motion carried by acclamation.

The Committee then moved onto Article XIII, Chamber Use.

Mr. Hopkins said that this is a joint committee with the City.

Mr. Johnson said that he noticed the Civil Service Board is using the Chambers to meet. The Clerk of the Commission explained that they are utilizing the Chambers because of the COVID safety set up. Mr. Johnson wanted to know if this was approved by the Clerk's office. He said that they are starting to let the Clerk's office know of the different meetings in the Chambers.

- The Committee then moved onto the next New Business item, *Discuss Resolution No. 39*

of 2021, a resolution amending the Rules & By-Laws of the Caddo Parish Commission regarding the creation of special revenue funds initiated by Commissioners, and otherwise providing with respect thereto.

It was **moved by Mr. Hopkins**, seconded by Mr. Johnson, *that Resolution No. 39 of 2021, a resolution amending the Rules & By-Laws of the Caddo Parish Commission regarding the creation of special revenue funds initiated by Commissioners, and otherwise providing with respect thereto* be tabled.

Mr. Johnson clarified that tabled means that it takes a two-thirds vote to take it off the table.

At this time, Mr. Hopkins' motion carried by acclamation.

There being no further business to come before the Committee, the meeting was adjourned at 4:27 p.m.


Assistant Commission Clerk