

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
PERSONNEL POLICIES & PROCEDURES COMMITTEE  
HELD ON THE 27TH DAY OF MAY, 2020

The Caddo Parish Commission met in a Work Session, on the above date, at 4:00 p.m., via Zoom teleconference, with Mr. Hopkins, Chairman, presiding, and the following members in attendance constituting a quorum: Commissioners Cawthorne, Hopkins, Jackson, and Taliaferro (4). ABSENT: Commissioner Chavez (1).

Also, in attendance were Commissioner Lyndon B. Johnson, Parish Administrator Dr. Woodrow Wilson, Assistant Administrator Erica Bryant, Parish Attorney Donna Frazier, and Finance Director Hayley Barnett.

Invocation was led by Dr. Woodrow Wilson and the Pledge of Allegiance was led by Mr. Taliaferro.

Mr. Hopkins opened up the floor for Agenda Additions and there were no additions to the agenda. He opened up the floor for Public Comments. At this time, there were no public comments.

At this time, Mr. Hopkins moved to the first New Business item, *Certificate for teleconference*.

CERTIFICATE OF NEED TO TELECONFERENCE AND/OR VIDEO  
CONFERENCE THE CADDO PARISH COMMISSION  
PERSONNEL POLICIES & PROCEDURES COMMITTEE MEETING  
OF MAY 27, 2020

WHEREAS, the Governor of the State of Louisiana has issued Proclamation Number 33 JBE 2020, stating that, due to the current Public Health emergency declared in the Governor's Proclamation Number 25 JBE 2020, and citing the provisions of La. R.S. 29:721, et seq., granting him the authority to control the "ingress and egress to and from a disaster, the movement of persons within the area, and the occupancy of premises therein; and

WHEREAS, the Governor, in Proclamation Number 33 JBE 2020, has limited all gatherings of 10 or more people, for public safety purposes; and

WHEREAS, Governor has issued a general stay at home order "unless performing an essential activity," 33 JBE 2020, Section 3; and

WHEREAS, attendance at a Caddo Parish Commission's Personnel Policies & Procedures Committee meeting is not stated in the list of essential activities, listed in 33 JBE 2020, Section 3; and

WHEREAS, the usual conduct of the meeting would require travel and the presence of a number of persons in excess of ten (10); and

WHEREAS, the Governor of the State, in Proclamation Number 30 JBE 2020, Section 4, issued on March 16, 2020, has invoked the aforementioned statutes authorizing him to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and

WHEREAS, the Governor of the State, in Proclamation Number 41 JBE 2020, Section 13, issued on April 2, 2020, has extended the Stay-At-Home Order until Thursday, April 30, 2020; and

WHEREAS, on April 27, 2020, Governor John Bel Edward extended the Stay-At-Home Order until Friday, May 15, 2020.

THEREFORE, the Caddo Parish Commission hereby certifies that it will not be able to obtain a quorum and convene a meeting in a public forum on May 27, 2020 due to the Governor's proclamations, and will be required to meet by video conference, and, if necessary teleconference, on that date as allowed by law and the Proclamations of the Governor listed above.

Date: May 26, 2020

/s/Mario Chavez, President

Mr. Hopkins moved to the next New Business item, *a resolution to amend the Caddo Parish Commission bylaws to require formal requests for commission appropriations to entities not part of Caddo Parish government, and otherwise providing with respect thereto.*

Mr. Hopkins stated that this business item was postponed due to some outstanding questions for legal and administration. He continued that Mr. Jackson made a motion to add the exclusion of emergencies and economic development but it did not carry at that time. He asked legal that if adding the exclusions could relieve problems hindering the administration in the future.

Ms. Frazier stated that exceptions to the rule have always been economic development and emergencies. She clarified that the applications vetted through the administration or go through the budget has been forwarded to the Commission for consideration. She continued that she is unsure what practical matter what this would apply to if the exceptions were adopted.

Dr. Woodrow Wilson asked Ms. Frazer if there were any applications for emergencies and economic development. She responded that economic development entities come with a request and is not always the same request. The emergencies have been situations where the Parish has appropriated funds and design the program after the appropriation was made.

Dr. Wilson stated that the emergencies do not have an applicant it is the Commission's response to a natural disaster. He then mentioned that economic development come with non-disclosure agreements that would not have an application. Since those things are covered, the Administration is okay with moving forward.

Mr. Hopkins requested Mr. Jackson to clarify whether he wants his motion to stay as it is, to exclude emergencies and economic development. Mr. Jackson confirmed that he is fine with that motion.

Mr. Taliaferro wanted to clarify the difference between an application and a request. Mrs. Frazier confirmed that NGOs usually fill out the application prior to making a request. If they are not included in the budget and come to the commission after the budget is set, they are still required to submit an application for final vote.

Mr. Johnson states that his intent of the motion is to maintain a paper trail with formal requests that states the agency name and their authorized agent. Originally his intent did not include non-disclosure agreements or economic development because they are being competitive for entities that require a non-disclosure agreement to be further through the process as possible before going public. He stated, for example, the NLEP would submit a request to the Commission and easily complete an application. Then once the organization has agreed then they could modify their application, as long as they have their paperwork in line. He continued that the current application needs to add a field that states it is an emergency.

Mr. Jackson stated that he isn't opposed to individual emergency applications. He also wouldn't want to do anything that would prohibit the Commission when handling emergency situations to have to put everything on pause then wait to move. He concludes that he asks for at least that provision for emergencies and economic development, but has no objections.

Mr. Taliaferro wanted to know at what point do they require or request something to start the paper trail while they are in an emergency situation. Mr. Jackson responded that the cooperative endeavor agreement can allow them to consider it, and that they can walk and chew gum at the same time. But not having information readily available could delay funding, for example, LSU Science Center had an emergency where funds were set aside but they did not receive any funds up front and did not use them. He requests legal and finance to clarify that.

Mrs. Frazier confirmed that they had a cooperative endeavor agreement, which is what they require before any funds can be appropriated.

Mr. Johnson added that the difference between the CCAA and the LSU Science Center, the CCAA the Commission had pre-arranged everything. LSU had a program but they had an unexpected need that wasn't formalized in his opinion.

Mrs. Frazier corrected that for the first time appropriation to CCAA they had to go through the process of setting up a program and specifying fund use and who will be able to use the funds to be placed in a cooperative endeavor agreement.

Mr. Johnson stated that the Commission chose the CCAA. Mrs. Frazier acknowledged that Mr. Johnson is correct the Commission chose the CCAA and that they are currently in the process with LSU and will reimburse funds when the cooperative endeavor agreement is in place.

Mr. Taliaferro wanted to know if they are still generating a paper trail for the LSU mobile testing. Mrs. Frazier confirmed that they cannot receive any funds until that paper trail is complete.

Mr. Taliaferro also asked Mrs. Frazier whether the appropriated funds are guaranteed and that it is a matter of completing the paper trail. Mrs. Donna stated that it isn't cut and dry and that those funds are set aside assuming they meet the requirements as specified in the paperwork and have documentation then they will receive funds up to that amount. If they do not meet those requirements, they will not receive those funds.

It was **moved by Mr. Hopkins**, seconded by Mr. Jackson, *to amend resolution No. 28 to allow an exception for Economic Development and declared emergencies.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Cawthorne, Hopkins, Jackson, and Taliaferro (4). NAYS: None (0). ABSENT: Commissioners Chavez (1). ABSTAIN: None (0).

Mr. Johnson asked that emergencies will be defined in the legislation. Mrs. Frazier acknowledged that legal will define emergencies.

Mr. Cawthorne wanted to know if defining emergencies needed to be a part of the motion. Mr. Hopkins responded that it does not need to be unless otherwise advised.

Mr. Johnson also asked that economic development in the amendment refers to organizations that carry a non-disclosure agreement.

Mr. Taliaferro asked Jackson to clarify what he meant by the word final in the minutes. Mr. Jackson responded that that is a typo and the word is formal.

There being no further business to come before the Committee, the meeting was adjourned.



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Jeff Everson  
Commission Clerk