

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
FINANCE COMMITTEE  
HELD ON THE 24TH DAY OF JUNE, 2020

The Caddo Parish Finance Committee met in legal session on the above date at 1:00 p.m., via Zoom teleconference, with Mr. John E. Atkins, Chairman, presiding, and the following members in attendance: Commissioners Atkins, Burrell, Johnson, Young, and Chavez (5). ABSENT: Commissioners None (0).

Also, in attendance were Parish Administrator Dr. Woody Wilson, Assistant Parish Administrator Erica Bryant, Parish Attorney Donna Frazier, Finance Director Hayley Barnett, and Madelyn Covington, Louise Henry,

Mr. Chavez gave the invocation, and the Pledge of Allegiance was led by Mr. Young.

**CERTIFICATE FOR TELECONFERENCE**

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 Finance 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

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 June 24, 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: June 17, 2020

/s/Mario Chavez

Mario Chavez  
Caddo Parish Commission President

Mr. Atkins 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. Atkins welcomed everyone to the meeting and advised that the following items would be discussed:

- *Discuss internal audit of Public Works Adjudicated Property (Draft Report)*
- *Discuss internal audit status update*

Ms. Madeline Covington, Postlethwaite & Netterville (P&N), screen shared the Parish of Caddo Internal Audit of Public Works Adjudicated Property document and began the presentation stating that the audit was conducted during January 1, 2019- February 25, 2020.

Ms. Covington began the presentation with the objective and scope of the audit. An internal audit of the Caddo Parish Public Works Department was conducted to assess applicable internal control processes of Adjudicated Property, including compliance with relevant policies, procedures, and Louisiana Law Revised Statute Title 47. The following areas were included in the scope:

- Sealed Bid Sales
- CivicSource Sales

- Redemptions
- Records Management

P&N obtained policies and procedures (P&P) and other Caddo Parish Public Works Department documentation pertaining to the adjudicated property process, as applicable; performed interviews and process walkthroughs with Caddo Parish Public Works Department personnel; performed testing, on a sample basis, to determine if sealed bid sales, third-party (CivicSource) sales, and redemptions were supported and processed per Adjudicated Property policies, procedures, and regulations, as applicable.

Based on the procedures performed, two low risk observations were identified:

1. **Records Management:** data related to Adjudicated Property was manually entered into multiple data sources, and a secondary review of data inputs was not always performed; and
2. **Policies & Procedures:** the Public Works Department Policy for Adjudicated Property was not always updated to reflect certain practices and several key process areas were not included within the policy. Additionally, detailed desktop procedures to guide daily actions and tasks did not exist for all key process areas.

Specific recommendations have been included within this report; however, the following presents overall recommendations across in-scope areas:

- Management should consider implementing enhanced data management processes and assessing the need for automation to improve inefficiencies or reduce potential errors.
- Regarding policies and procedures, management should consider establishing a formal policy management process in order to ensure all key process areas have been documented and are reflective of current procedures.

Mr. Young wanted to know how much would a new data management system cost.

Mr. Burrell pointed out that he served on the State's Tax Sales Committee which makes all of the laws regarding adjudicated properties. Mr. Atkins stated that he was not aware of that, but this audit is for the Parish's adjudicated process.

Mr. Burrell also pointed out that his wife works for the City's Adjudicated Property department. He asked if P&N looked at what the City was doing. Mr. Chavez interjected and pointed out that the audit is for the management of data flow between multiple portals.

Dr. Wilson said that normally when issues like this arise, a committee is formed to review other industries to see what would meet the Parish's needs, then a cost could be determined and a RFP process would be initiated to remedy the issue.

Mr. Weaver stated that they are not aware of a system that is tailored to adjudicated properties, but they will contact the IT Department to see what is available. He also explained that they mainly utilized a spreadsheet for different reporting purposes. He also said that they do constantly work with the City of Shreveport because they have a dual taxing body with the City and the Parish and several of the properties are city and parish.

Mr. Burrell said that he is familiar with the City's adjudicated property process, but not the system. He asked if they were sure that the City does not have a system of managing the adjudicated properties. Mr. Weaver stated that the City does not have a data processing system that deals with adjudicated properties.

Mr. Atkins reminded the Committee that the audit found two low risk issues that could be opportunities of improvement. He also said that they are not a financial risk to the integrity of the organization.

Mr. Weaver said that this was a good audit, especially since they deal with several different taxing bodies. He also mentioned that they have come a long way since the implementation of the program and put several properties back on the tax rolls.

Mr. Burrell talked about CivicSource. He would like to know how the audit found their work. Mr. Weaver explained that they do have a contract with CivicSource, and they do sales as well. Mr. Burrell wanted to know if there were any findings on the CivicSource end in regards to the audit. Ms. Covington explained that this audit was focused on the responsibilities and actions that were performed by the Public Works Department. She said that they did look at the CivicSource sales, but their focus was more on the Public Works Department and their roles with adjudicated properties.

Dr. Wilson pointed out that the Public Works Department does not manage their database, but they are responsible for the interaction with CivicSource. Mr. Weaver also explained that they do have a relationship with CivicSource and they utilize them. He said that they do have a good working relationship with them. He also said that CivicSource sold twenty-nine properties in 2019, and there were eighty-three properties sold in house.

Mr. Johnson wanted to know if P&N was aware that there are two different adjudicated property processes that the Parish has. Mr. Burrell asked for clarification regarding this. He explained that District 3 has different process than all of the other districts. He said that all of the districts, aside from District 3, go through CivicSource. District 3 goes through Public Works. Dr. Wilson explained that the Commission passed an ordinance a few years ago that allows properties for District 3 to get approval from the Commissioner prior to selling the property. He said that this allowed for revitalization for that area.

Mr. Burrell wanted to know if this should be done in all districts. Dr. Wilson cautioned against it because this should not be a political process. He also mentioned that this process has not been challenged as of yet.

At this time, Mr. Atkins moved onto the New Business item, *discuss internal audit status update*.

Ms. Louise Henry, P&N, began that they wanted to provide an update on the internal audit for 2020. The 2020 Internal Audit Plan was approved during the November 7, 2019 Commission meeting. During that meeting the auditable activities that were approved included Juvenile Service Probation, Adjudicated Property, and Caddo Correctional Center.

She said that the audit for Juvenile Services and Adjudicated Property are complete and will follow-up this meeting with a final report.

Ms. Henry also said that they will conduct the remote audit for the Caddo Correctional Center from July 20, 2020- July 24, 2020.

They are also planning to do the risk assessments in the Fall of this year. This will aid them in determining the proposed internal audit plan for year 4. They will be reaching out to the Commission and the employees for that process.

Mr. Atkins wanted to know if different departments would be audited or if the risk assessment will review the areas that have already been audited. Ms. Henry explained that the risk assessment would determine what areas need to be audited or if they need a second look at the areas that have already been audited.

Mr. Atkins wanted to ensure that there be more Commission input for the risk assessment. Ms. Henry state that the survey would allow for the Commissioners to participate in the risk assessment.

She said that the initial risk assessment was performed two years ago, but the review in the Fall would be to determine what areas are still in need of an audit.

Mr. Burrell said that he needs to look at the risk reports since he's "the new kid on the block". He also talked about Juvenile Services. He wanted to know if P&N would audit the risk of a new detention center. Mr. Atkins explained that audits are "backward looking, not necessarily forward looking". Dr. Wilson further explained that the scope and objective of this audit is to look at current procedure.

Ms. Henry continued and said that they have been performing follow-up activities related to the four areas audited that were audited: Animal Services, Non-Government Organizations, Vendor and Contract Management, and Juvenile Services Detention. Juvenile Services' follow-up is complete, and the other areas are still in progress pending on receipt of information.

Mr. Atkins wanted to know if they need help from Administration to gather the pending information. Ms. Henry explained that they are going through the documentation from Animal Services.

They are waiting on a response from the NGO Committee on one of the observations from NGOs. She said that they are looking for the NGO Committee to either accept a standardized process for awarding funding to NGOs or not accept a standardized process. She said that she will provide a follow-up email to the Appropriations Committee Chair, Commission Chair, and the Commission Clerk's Office.

Mr. Johnson explained that there is a process in place for NGOs. He said that they have to fill out an application, and the NGO is awarded funding based on funding. He also mentioned that sometimes the NGO does not receive the full request amount. Mr. Atkins suggested that the report be sent to Finance Committee which is to include the Appropriations Committee Chairperson.

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

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Michelle Nations  
Deputy Commission Clerk