

MINUTES OF THE MEETING OF THE
2020 CHARTER REVIEW COMMITTEE
HELD ON THE 7TH DAY OF July, 2020

The Caddo Parish Charter Review Committee met in their first session, on the above date, at 10:00 a.m., via Zoom teleconference, with Caddo Commission President Mario Chavez, presiding, and the following members in attendance: Mr. Tom Arceneaux, Major Rolland Coleman, Mr. RJ Johnson, Mr. Ken Krefft, Mr. Calvin Lester, Mr. Randall Liles, Commission President Mario Chavez, Parish Administrator Dr. Woody Wilson, and Parish Atty Donna Frazier.

Also, in attendance were Commission Clerk Jeff Everson and Caddo Information Services Director Nathan Schlichtemier. An invocation was given by Dr. Wilson and the Pledge was led by Mr. Arceneaux.

There were no agenda additions or public comments, so after acknowledging and welcoming the members, who introduced themselves, Commissioner Chavez invited Atty Frazier to discuss what to expect. Atty Frazier shared that past years saw the committee addressing sections of the Charter in each meeting and shared that their review needs to be completed roughly by the beginning of October in order to make it onto the fall ballot. She continued that the body has typically elected a chairperson and that the body may consider whether the Parish Attorney, Parish Administrator and Parish Commission President are full voting members, or if they would prefer to serve as ex officio member who provide context and expertise without a vote.

CERTIFICATE OF NEED TO TELECONFERENCE AND/OR VIDEO
CONFERENCE THE CADDO PARISH COMMISSION
CHARTER REVIEW COMMITTEE OF JULY 7th, 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 Regular Session 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,

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 July 7, 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: July 1st, 2020

s/Mario Chavez

Caddo Parish Commission President

At this time Mr. Chavez encouraged all members to read over the Charter and opened the floor for nominations for the Chairman. He then thanked Mr. Johnson for his excellent job chairing the Committee in 2016, and asked if Tom Arceneaux may be interested in serving as chair.

Tom said that he wasn't volunteering, but if the committee wanted him to, he would.

At this time, **Mr. Krefft moved**, seconded by Mr. Chavez, that Tom Arceneaux be the Chairman of the 2020 Charter Review Committee. This **motion carried** with the following vote: Ayes: Arceneaux,

Chavez, Coleman, Frazier, Johnson, Krefft, Lester, Liles and Wilson (9). NAYS: none (0). ABSENT (0) OBSTAIN (0)

Mr. Arceneaux thanks the committee for his selection and continued that he hasn't served on this particular committee before, only the city's equivalent committee he then asked if those members who Atty Frazier Previously mentioned would prefer to be voting members or ex officio.

Dr. Wilson shared that this was his 4th time to serve on this committee and that in the past he would be a voting member, but abstain from voting on salaries or other conflicts of interest. He continued that the previous clerk, Mr. Todd Hopkins had a historical knowledge of the discussions when the original Charter was put in place saying that they wanted the administrator's input because he represented the body of employees. He concluded that he'd like to vote, but would refrain from voting when appropriate.

Mr. Chavez stated that as President of the Commission, he sees it as his duty to represent the rest of the commission and they deal with the charter daily he said that his experienced offered in depth understanding of the Charter. He would like to vote, but would abstain when appropriate.

Atty Frazier expressed that she would prefer to be ex officio.

Mr. Arceneaux says that he would entertain a motion that would provide that Commissioner Chavez and Dr. Wilson be voting members and Attorney Frazier be ex-officio with the proviso that they would refrain from voting in a circumstance that would present a conflict of interest.

At this time, **Mr. Lester moved**, and it was seconded by Mr. Krefft, that Commissioner Chavez and Dr. Wilson be voting members and Attorney Frazier be ex-officio with the proviso that they would refrain from voting in a circumstance that would present a conflict of interest.

Mr. Krefft asked who would define Conflicts of interest.

Atty Frazier confirmed that she would. It was also confirmed that Atty Frazier would vote in this round, but if the motion passed, she would not in future rounds of voting.

This **motion carried** with the following vote: Ayes: Arceneaux, Chavez, Coleman, Frazier, Johnson, Krefft, Lester, Liles and Wilson (9). NAYS: none (0). ABSENT (0) OBSTAIN (0)

Mr. Arceneaux then asked if there are any provision that specifically that might be subject to amendment, or should this review start from scratch.

Atty Frazier responded that probably looking from scratch as it took us a while (due to Covid-19 pandemic) to get the committee appointed and moving forward.

Mr. Arceneaux that his understanding is that this is more of a periodic review than driven by particular issues.

Atty Frazier Confirmed Mr. Arceneaux's assessment.

Mr. Arceneaux said that he would like to send out a press release/public request for comments of what the committee could look at and ask the commission for suggestions or topics. Then he could divide the issues out between meetings. He continued that he is happy to receive input about what people want to do in addition to the items that the committee may look at for their own review.

Mr. Chavez added that he'd like to see a word press plugin or forum capture or similar thing through Civic source to set up a place for citizen input. He wants that when the press release is distributed. He wants the charter review page to be easy to find and that it includes the charter in its entirety so that it can be sectioned off so that citizens can put in the specific part of each section that they would like to suggest for review & what they would like to change. He'd like to receive this via email. Mr.

Chavez concludes that this would ensure that on each section of the Charter, that the committee reviews, they will have had the public's input.

Mr. Schlichtemier confirmed that he would see what options are available and see what fits those needs.

Mr. Arceneaux says that he'll reach out to Mr. Schlichtemier to see how they can coordinate. He continued that he'll send a draft of the press release and incorporate any edits and send it out. Mr. Everson will receive that input and when the digital system is set up, there needs to be a way for everyone to receive the input centrally. Mr. Arceneaux recommended that this would be helpful should there be public records requests.

Mr. Everson shared that general public comments can currently be submitted through a web form, by email or by phone and each are recorded into the official proceedings.

Mr. Arceneaux suggested setting the next meeting date, then using a tool like Doodle to poll Commissioners for future availability. It was then suggested and confirmed by the next meeting would be on July 23rd at 10am.

Atty Frazier said that between now and then she'll send out some background information about how the charter was developed for context.

Mr. Krefft relayed a message from Shreveport Mayor Adrian Perkins to encourage the Caddo Commission to join with him in mandating masks.

Mr. Arceneaux shared that zoom virtual meetings are great, but there is some value in meeting in person as long as we are doing it safely, following mask and social distancing protocols. He continued that the Governor's current order is what is allowing Zoom and it is still in place for the foreseeable future. He reiterates that the committee will follow what the rule is at the time of future meetings and expressed a support for open government. He also reminded the group that the Doodle poll is a poll of availability, not a vote. He thanked everyone for their service and the staff is really great, particularly Atty Frazier and Dr. Wilson. We'll meet again on the 23rd of July

Mr. Chavez added that it may be beneficial to have everyone's mailing address.

Mr. Arceneaux continued that they may want to give their preferred address.

Atty Frazier added that electronic communication may be the best way to receive items and Mr. Arceneaux agreed.

Mr. Everson clarified that we do have addresses and contact information in a roster and it could be distributed.

Atty Frazier added that members will be given an option to opt out of having their contact information become part of the public record. Donna will get a form to the members about what they want to have in the public record.

Mr. Krefft shared that he's been off Facebook for 11 months, but wanted to remind everyone to vote this weekend.

Mr. Arceneaux added that Facebook is hard to capture in terms of public records. He doesn't want to junk up the committee's work. Public Records requests will be more difficult with Facebook, it makes it very difficult to gather required documents. He also reminds everyone that the comments that we make between each other could be public record, so if you don't want to see it in local print, don't say it. He then Thanked everyone, and stated that future meetings will be efficient and effective

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



Jeff Everson
Commission Clerk