

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
AUDIT & FINANCE COMMITTEE
HELD ON THE 25TH DAY OF MAY, 2022

The Caddo Parish Long Range Planning Committee met in legal session on the above date at 12:06 p.m., in the Government Plaza Chambers Conference Room, with Mr. Atkins, Chairman, presiding, and the following members in attendance: Commissioners Atkins, Jackson, Jones, and Lazarus (4). ABSENT: None (0).

Mr. Jones gave the invocation, and Mr. Jackson led the Committee in the Pledge of Allegiance.

NEW BUSINESS

- *Review Administration's suggestions regarding NGO process*

Mrs. Hayley Barnett, Finance Director, said that she took the recommendations from the 2019 internal audit, as well as input from the Community Foundation, Beaird Foundation, and United Way with regards to best practices on grant funding. She then took that information and compiled policies and procedures.

The first proposed policy change that was recommended was online application only. Mrs. Barnett said that a digital application will provide a paper trail and documentation. Another proposed policy change would be to only accept applications at the published deadline. This will provide ample time to review the applications. Another proposed policy change would only allow awards once per year. This would allow for all of the applications to be on the same playing field and the competition for the funds to be fair. This would also allow for Finance to stay within the Budget. Another proposed policy change would be to only allow those who have been in existence for at least two years to apply.

She then talked about putting a cap on the level of funding for organizations. Mrs. Barnett said that the Parish should not be their sole source of funding. After three years, they should have other revenue sources to keep their organization operational.

Mr. Jackson wanted to know the dollar amounts for programs. Mrs. Barnett gave an example of an organization that the Parish has been funding for four years at \$70,000, and their total budget is \$100,000. Mrs. Barnett said that on year four, the Parish should not be the majority of that organization's budget. She suggested funding only 50% of their revenues after year 3.

Mrs. Barnett also said that they would like to pay half of the funding request when the organizations receive their CEAs, then pay the other half once the program is completed.

She also suggested a scoring matrix to fund the organizations. She provided a scoring matrix example to the Committee members.

Mrs. Barnett went over the proposed changes to the applications. There is now an option to select for a recurring funding request or one-time funding request. There is also a requirement for an economic impact study if the program is for economic development.

Dr. Wilson suggested that certain organizations, like Caddo Council On Aging—Meals on Wheels and the North Louisiana Food Bank, be set aside and funding be carved out for them automatically. Mr. Atkins cautioned "opening this Pandora's Box".

Mr. Jackson thanked Mrs. Barnett and Finance for these proposed suggestions to the NGO process. He asked about rolling over unspent funds to the next years. Mrs. Bryant said that the Commission could adopt a policy that if an organization has funds left over, those funds can be recommended for re-appropriation for the following year, but it would still need to be voted on.

Mr. Jackson asked about graduating people out of the process. Mrs. Barnett said that the Beaird Foundation does ask that organizations sit out for a year, but then they come back for funding requests after that. Mrs. Bryant also said that the Parish does not just want to cut people off, especially if they have a good program producing good outcomes. She said that the 50% funding after year three will allow for the organization to work harder to obtain other sources of revenue. This way they are not solely reliant on the Parish.

Attorney Frazier also suggested having a period of time set up each year for consideration of applications that did not apply during the normal NGO process, if there is extra money left over.

Mr. Jackson wanted to know when Administration would implement these changes. Mrs. Barnett said that they would like to implement them for this NGO process.

The Clerk of the Commission cautioned being too strict with the process. He said that it could lead to the organizations not being compliant. He also suggested setting organizational goals. Dr. Wilson appreciates the comments and said that this process is always a work in progress. Mr. Lazarus agreed and said that this is a plan that can be modified.

Mr. Atkins suggested appropriating 80% of the budget, then come back in six months for any additional requests. Mr. Lazarus agreed and commended Mrs. Barnett on the work she has done thus far. Ms. Jalisa Thomas, Grants Coordinator, does not feel like this is a good idea. She explained that it is too much work for such a small amount of funding. Mr. Atkins understood and said that if an event comes up, the Commission can vote on it.

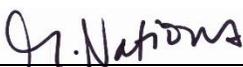
Mr. Jackson suggested some type of Parish recognition for NGOs who receive funding, i.e. the Parish logo on their flier. He would like it to have it part of the CEA. Mrs. Bryant suggested that it also be part of the scoring compliance. Attorney Frazier said that it would also need to be part of the application.

It was **moved by Mr. Jones**, seconded by Mr. Jackson, *that the recommendations provided by Administration regarding the NGO process be forwarded to the full body for consideration.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Jackson, Jones, and Lazarus (4). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

Mrs. Bryant said that this will be placed on the June 9th Regular Session as an action item.

Mr. Jackson also mentioned that there will be pushback, both internal and external, if the proposed changes are adopted.

There being no further business to come before the Committee, the meeting was adjourned at 12:54 p.m.



Michelle Nations
Assistant Commission Clerk