

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

The Caddo Parish Commission met in a Personnel Policies & Procedures Committee Meeting, on the above date, at 2:00 p.m., in the Government Chambers, with Mr. Hopkins, Chairperson, presiding, and the following members in attendance constituting a quorum: Commissioners Chavez, Hopkins, and Johnson (3). ABSENT: Commissioners Burrell and Jackson (2).

Bishop Brandon gave the invocation, and Mr. Johnson led the Commission in the Pledge of Allegiance.

**NEW BUSINESS**

The Committee moved onto the first item under New Business, *Discuss Ordinance No. 6093 of 2021.*

Mr. Johnson explained that there has been a spike with the Delta Variant. Louisiana is now leading the nation per capita in cases. Mr. Johnson feels that something needs to be done to lower the spread of the virus. He said that children are now getting sick.

Mr. Chavez said that his district is solely within the city limits of Shreveport, so this ordinance would not affect his constituents. He also asked some of his constituents on their thoughts regarding this ordinance, approximately 99% of the people were not for the mandate. Mr. Chavez would be in favor of strongly suggesting the citizens to wear a mask.

It was **moved by Mr. Hopkins**, seconded by Mr. Chavez, *to recommend to the full body a proposed resolution strongly encouraging all citizens and visitors to wear masks or facial coverings while indoors or when they are unable to social distance while in public.*

Mr. Hopkins said that the proposed legislation also strongly suggests vaccines. He said that this resolution would be consistent with the Governor, Mayor of Shreveport, Bossier, etc.

Mr. Johnson wanted to know the reason for making a resolution instead of an ordinance. Mr. Hopkins explained that the ordinance is a mandate with a fine associated with it; the resolution is only encouraging the wearing of masks or facial coverings. Mr. Johnson would like it to remain as an ordinance, still strongly encouraging, but if the Parish reaches a certain number of positive cases, it would go to a mandate.

Mr. Hopkins wanted to know what that number would be. Mr. Johnson said that the numbers are increasing day by day. People are not able to go to the hospitals because they're full with COVID patients.

Mr. Johnson would also like it to be mandated for parish owned buildings.

Mr. Chavez suggested having the Sheriff come down to a meeting with the full body in regards to the fines associated with this ordinance. Mr. Johnson explained that there would not be a fine.

Attorney Frazier pointed that there would have to be a concurrent with City in regards to Government Plaza. She suggested limiting it to the 8<sup>th</sup> floor where the Parish conducts its business. Mr. Johnson agreed and said that he would like the entire courthouse to be mandated to wear a mask for facial covering. Dr. Wilson said that the mandate for the courthouse was never lifted.

Dr. Wilson also said that effective Monday, all Parish employees are required to wear masks or facial coverings inside Government Plaza and other parish owned buildings.

It was **moved by Mr. Johnson**, seconded by Mr. Hopkins, *to recommend to the full body an emergency ordinance strongly suggesting wearing masks or facial coverings in public places, but mandating the wearing of masks and facial coverings in parish owned buildings.*

Mr. Hopkins said that there would be no fines. He also said that vaccines would be strongly encouraged.

At this time, Mr. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, and Johnson (3). NAYS: None (0). ABSENT: Commissioners Burrell and Jackson (2). ABSTAIN: None (0).

The Committee then moved onto the next New Business item, *Continue Discussion on Updates to By-Laws.*

The Clerk of the Commission provided a list of changes that were made to the By-Laws

along with suggestions amending the By-Laws.

Mr. Johnson asked that the Clerk of the Commission provide each Commissioner with a new Robert's Rules of Order.

The Clerk of the Commission suggested removing some of the language in the Charter that is redundant in the By-Laws. Mr. Johnson would like the language to be in both.

Attorney Frazier explained that the issue with having language in both the Charter or the By-Laws is that people tend to rely on one or the other instead of going to the source document for whatever issue they're looking for. She further explained that the By-Laws should only be for the governance among the Commission members; it is not something that actually covers the procedures or the laws that the Commissioners have to work under. Mr. Hopkins agreed.

Attorney Frazier further explained that how meetings are conducted, how elections are ran, or how the Commissioners interact with each other should be in the By-Laws. Anything outside of that should be in the Charter.

Mr. Johnson wanted to know if the language regarding the Parish Administrator should be taken out of the By-Laws. Attorney Frazier said that it should.

The Clerk of the Commission then moved onto Presidential Powers. He said that there is no mention of ad-hoc committees, seating charts, ceremonies, etc. He suggested that this language be added.

Attorney Frazier said that there is no authority in the By-Laws regarding ad-hoc committees or how they are appointed. She suggested amending the By-Laws to include ad-hoc committees and how they are appointed by resolution to satisfy the Charter. The Clerk of the Commission also suggested to have those ad-hoc committees sunset at the end of the President's term.

Mr. Johnson explained that the standing committees were put in place to provide consistency when the chair changed each year. He pointed out that the standing committees did not take away the power to create ad-hoc committees from the president. Attorney Frazier also said that any special tasks be assigned to the appropriate standing committees and never have ad-hoc committees again.

It was **moved by Mr. Johnson**, seconded by Mr. Chavez, *to recommend to the full body to amend the language in the By-Laws to read the following: The President shall assign all members to standing committees and ad-hoc committees.*

Mr. Chavez agreed that the acting president should assign the committee members.

At this time, Mr. Johnson's motion carried, as shown by the following roll call votes: AYES: Commissioners Chavez, Hopkins, and Johnson (3). NAYS: None (0). ABSENT: Commissioners Burrell and Jackson (2). ABSTAIN: None (0).

The Committee then talked about friendly amendments. Mr. Hopkins mentioned that they are not allowed in Robert's Rules of Order. The Clerk of the Commission explained that amendments can be passed by acclamation by the body, but an amendment cannot be accepted just by the maker of the motion.

Attorney Frazier also explained that substitute motions and amendments are technically different. She said that an amendment would be additions and strikethroughs, whereas substitute motions are motions that are stated as something else. The Clerk of the Commission further explained that a substitute motion changes the action, and an amendment edits the document.

It was **moved by Mr. Chavez**, seconded by Mr. Johnson, *to amend the language to read the following: A friendly amendment accepted by the author and passes by acclamation by the full body will be amended. Motion carried by acclamation.*

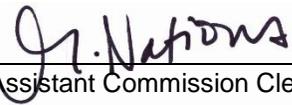
It was **moved by Mr. Johnson**, seconded by Mr. Hopkins, *to recommend to the full body amending the language in the By-Laws to reflect the following changes: The President shall have the authority to assign representatives to serve on all boards and commissions with ratification by the full Commission body. Motion carried by acclamation.*

The Committee then moved onto Article IV, Rule 6. Mr. Johnson explained that this rule speaks to running a meeting. The Clerk of the Commission pointed their attention to the last section of that rule in regards to kicking someone out of the meeting. He explained that it is a direct authority and wanted to know if this should be included or referenced in the Powers of the President. Mr. Johnson believes that this should be a part of the decorum of the meeting. Mr. Hopkins agreed and suggested that this stay where its at.

The Clerk of the Commission then spoke on the rule in regards to the Commission directing the Sheriff to compel the attendance of absent members. He is not sure if the Commissioners have the legal authority to direct the Sheriff; the Commission can request, but not direct.

Mr. Hopkins said that this Committee will need to adjourn, but asked that all suggestions to the By-Laws be sent to the Commission Clerk.

There being no further business, the Committee adjourned at 3:09 p.m.

  
Assistant Commission Clerk