

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
February 7, 2024
Police Jury Chambers
507 West Main Street
Homer, LA 71040

The Road Committee met in the Conference Room of the CPPJ at 9:00 a.m.

The Claiborne Parish Police Jury met in regular session in the Jury Chambers of the Claiborne Parish Police Jury Complex, located at 507 West Main Street in Homer, LA at 10:00 a.m. on the morning of the 7th of February 2024, on being called to order by President Scott Davidson, the following Jurors were present:

Larry Ford, Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joseph Merritt, Malcolm Cooper, Gil Dowies, and Rev. Willie Young, Sr.

There were 23 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendents Mr. Chad Verdin and Mr. Brant Cupp, Sheriff Sam Dowies, along with CPSO Chief Deputy Brian Driscoll, Director of Libraries Mrs. Pam Suggs and Librarian Historian Mr. Wesley Harris, Tax Assessor Elect Mrs. Katie Coburn, Claiborne Parish Coroner Dr. Mark Haynes, CMMC CEO Mrs. Tina Haynes, Mr. David Greene of Republic Services, Town of Homer Council Member and Homer Main Street Mr. Jimmy Hand, Claiborne Unite Board President Mr. Jack Hightower, Claiborne Chamber of Commerce Director Mr. Pat Abshire, Town of Haynesville Mayor Roderick Hampton, Town of Homer Mayor Xanthe Seals, Mr. Terry Willis of Homer, Ms. Paige Nash with the Claiborne Parish Journal, Mr. John Monzingo with the LSU AgCenter & Claiborne Parish 4-H, Mrs. Tracy Lowery applicant for ROV, Mr. Carter Lewis of Haynesville, and Mr. Jerry Strahan with Webster Parish Community Alerts.

The meeting was opened with a word of Prayer led by Rev. Willing Young, followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Joseph Merritt, duly seconded by Gil Dowies, the Jury unanimously voted to adopt the agenda as presented.

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously voted to amend the regular agenda and add the following:

1. Notice – The Chamber of Commerce’s 58th Annual Banquet will be held on Monday, March 11, 2024, at 6:30 om at the Fair Barn in Haynesville.
2. Approval of the 2024 Cooperative Endeavor Agreement between the CPPJ and La Department of Veterans Affairs for the location of the VA Office in the CPPJ Admin Building. (Monthly support from CPPJ will be \$1,191.00 which is the same as last year)

At this time, President Scott Davidson moved to handle the two amendments to the agenda.

President Scott Davidson read aloud a notice that the Chamber of Commerce’s 58th Annual Banquet will be held on Monday, March 11, 2024, at 6:30 pm at the Fair Barn in Haynesville.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the 2024 Cooperative Endeavor Agreement between the CPPJ and La Department of Veteran’s Affairs for the location of the VA Office in the CPPJ Admin Bldg. (Monthly support of \$1,191.00 same as last year)

Upon motion by Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved the following consent agenda:

Consent

1. Approval of the January 10, 2024, regular meeting minutes as published.
2. Payment of the January 2024 bills as approved by the Claims Committee.
3. Request from the Town of Homer, in a letter received January 31, 2024, requesting two (2) loads of cold mix. The work will be done under the Town’s ad valorem tax credit.

President Scott Davidson requested that the Jury handle the additions to the agenda at this time.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the 2024 Cooperative Endeavor Agreement between the CPPJ and the LA Department of Veterans Affairs for the location of the VA Office in the CPPJ Admin Building. Monthly support from the Polie Jury will be \$1,191 per month, which is the same as last year.

Regular Agenda

President Scott Davidson read aloud a notice that all Jurors and Parish Employees are required to complete one (1) hour of required ethics training by December 31, 2024.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2024, by all Parish Employees and that Parish Department Heads and Police Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud the following Public Notice - The Claiborne Parish Housing Program (Section 8) will be taking names of persons who are interested in placing an application on the waiting list for the Housing Choice Voucher Program. If you are in need assistance and 18 years of age or older, The Claiborne Parish Police Jury’s Housing Choice Program will be taking applications on February 8th and 9th from 10:00 a.m. till 2:00 p.m. at the CPPJ Community Services Building Section 8 Office located at 621 S. Main St in Homer, La. Applications will be accepted on both days until a total of 100 (one hundred) applications have been completed and accepted, at which time the individuals will be placed on the waiting list. All others received will not be processed. Applications will only be accepted and given out during the dates and times listed.

At this time the Chair of the Personnel Committee, Mark Furlow, gave the report from the Personnel Committee on the interviews for the open Registrar of Voters for Claiborne Parish due to the retirement of Mrs. Patricia Sanders. Ms. Tracy Lowery was the highest scoring candidate of the five applicants.

Upon motion from Mark Furlow, duly seconded by Rev. Willie Young, the Jury unanimously approved the recommendation from the Personnel Committee to appoint Ms. Tracy Lowrey as the Registrar of Voters for Claiborne Parish.

Upon motion by Kevin Gray, duly seconded Paul Cook, the Jury unanimously adopted Resolution 2024-005 – LGAP \$100,000 Grant Application for the year 2024.

RESOLUTION 2024-005

**A RESOLUTION OF SUPPORT FOR THE FY 2024 LGAP GRANT APPLICATION DUE
FEBRUARY 29, 2024**

WHEREAS, the FY 2024 Local Government Assistance Program provides financial assistance to the local units of government in rural areas for the sole purpose of improving or rehabilitating certain qualified projects;

WHEREAS, the FY 2024 LGAP Grant will be administered by the Office of Community Development (OCD); and

WHEREAS, the grant application and guidelines require a resolution of support from the local governing authority; and

WHEREAS, the Claiborne Parish Police Jury is applying for up to \$100,000 of FY 2024 LGAP grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following project - \$100,000 for a new road equipment for the CPPJ Hwy Department; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$20,000 to ensure completion of the awarded projects;

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby approve and support this grant application and its purpose.

Upon a motion by Kevin Gray and duly seconded by Paul Cook this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, February 7, 2024.

Yeas – (10) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies, and Young.

Nays – (0) None

Abstain – N/A

Absent – (0) None

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Gil Dowies, duly seconded Kevin Gray, the Jury unanimously adopted Resolution 2024-006 – CWEF \$100,000 Grant Application for the year of 2024.

RESOLUTION 2024-006

A RESOLUTION OF SUPPORT FOR THE FY 2024 CWEF GRANT APPLICATION DUE FEBRUARY 29, 2024

WHEREAS, the FY 2024 Community Water Enrichment Program provides financial assistance to the local units of government in rural areas for the sole purpose of improving or rehabilitating certain qualified projects;

WHEREAS, the FY 2024 CWEF Grant will be administered by the Office of Community Development (OCD); and

WHEREAS, the grant application and guidelines require a resolution of support from the local governing authority; and

WHEREAS, the Claiborne Parish Police Jury is applying for up to \$100,000 of FY 2024 CWEF grant monies at the parish level; and

WHEREAS, the Claiborne Parish Police Jury intends to use these grant monies on the following project - \$100,000 for the rehab and repair of the 150,000 gal water tank located at the CPDC Booster Station of the Central Claiborne Water System; and

WHEREAS, the Claiborne Parish Police Jury will be providing local funds up to \$10,000 to ensure completion of the awarded projects;

BE IT RESOLVED, that the Claiborne Parish Police Jury does hereby approve and support this grant application and its purpose.

Upon a motion by Gil Dowies and duly seconded by Kevin Gray this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular scheduled session on Wednesday, February 7, 2024.

Yeas – (10) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies, and Young

Nays – (0) None

Abstain – N/A

Absent – (0) None

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Kevin Gray, duly seconded by Mary McDaniel, the Jury unanimously adopted Resolution 2024 – 007 – A Resolution Approving the 2023 Louisiana Compliance Questionnaire for the Police Jury’s 2023 Audited Financial Statements.

RESOLUTION 2024-007

A RESOLUTION APPROVING THE LOUISIANA COMPLIANCE QUESTIONNAIRE FOR THE 2023 AUDITED FINANCIAL STATEMENTS

WHEREAS, the Louisiana Compliance Questionnaire is to be completed and must be presented to and adopted by the governing body by means of a formal resolution; and

WHEREAS, the completed questionnaire and a copy of the adoption instrument, must be given to the auditor at the beginning of the audit; and

WHEREAS, the auditor will, during the course of the regular audit, test the accuracy of the responses in the questionnaire;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury APPROVES the completed Louisiana Compliance Questionnaire relating to the Parish’s 2023 audited financial statements.

Upon a motion by Kevin Gray and duly seconded by Mary McDaniel this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, February 7, 2024.

Yeas – (10) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies, and Young

Nays – (0) None

Abstain – N/A

Absent – (0) None

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

Upon motion by Joeseph Merritt, duly seconded by Kevin Gray, the Jury unanimously adopted Resolution 2024 – 008 – A Resolution Certifying the Physical Address of the Claiborne Parish Sheriff’s Office to be 300 Hwy 146, Homer, LA 71040 since November 1, 2021.

RESOLUTION 2024-008

A RESOLUTION CERTIFYING THE ADDRESS OF THE CLAIBORNE PARISH SHERIFF’S OFFICE TO BE 300 HWY 146, HOMER, LOUISIANA 71040

WHEREAS the SHERIFF’S OFFICE OF THE PARISH OF CLAIBORNE LOUISIANA seeks to renew its annual registration with the System for Award Management (SAM.gov) to remain in compliance with all federal grant programs and participate in future federal granting opportunities; and

WHEREAS the SHERIFF’S OFFICE OF THE PARISH OF CLAIBORNE LOUISIANA must provide proof of the physical address to complete the annual registration; and

WHEREAS the PARISH OF CLAIBORNE LOUISIANA which operates as the CLAIBORNE PARISH POLICE JURY and is responsible for providing the buildings for the day-to-day administrative operations of the SHERIFF’S OFFICE OF THE PARISH OF CLAIBORNE LOUISIANA; and

WHEREAS, the CLAIBORNE PARISH POLICE JURY complete a \$1.2 million renovation of the property located at 300 Hwy 146, Homer, Louisiana to house the administrative operations of the SHERIFF’S OFFICE OF THE PARISH OF CLAIBORNE LOUISIANA in 2021; and

WHEREAS the SHERIFF’S OFFICE OF THE PARISH OF CLAIBORNE LOUISIANA’s permanent physical address effective since November 1, 2021, has been.

**Claiborne Parish Sheriff’s Office
300 Highway 146
Homer, LA 71040**

SO THEREFORE, BE IT HEREBY RESOLVED that the PARISH OF CLAIBORNE, LOUISIANA does hereby certify to the System of Award Management that the permanent physical address of the CLAIBORNE PARISH SHERIFF’S OFFICE represented above is true and correct.

Upon a motion by Joe Merritt and duly seconded by Kevin Gray this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, February 7, 2024.

Yeas – (10) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies, and Young

Nays – (0) None

Abstain – N/A

Absent – (0) None

/s/Dwayne R. Woodard
Secretary-Treasurer

/s/Scott Davidson
President

At this time, President Scott Davidson presented the one item that was recommended from the Road Committee.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury unanimously approved the purchase of a new copier for the Police Jury Administrative Office in the state contract amount of \$3,615.

At this time Claiborne Parish Coroner Dr. Mark Haynes gave the January 2024 report for the Coroner's Office. There were nineteen (19) total deaths: ten (10) hospice/ER related, (0) other facilities, two (2) were on scene no autopsy required, one (1) on scene requiring autopsy, six (6) at CMMC and there were four (4) CECs in the parish for the month.

Dr. Mark Haynes, CMMC Medical Director, gave an update of the illnesses being seen in the clinics and in the ER at CMMC. He stated there has been an uptick of covid cases, where, most, have been minor symptoms, however, there have been many who have been hospitalized from other illnesses with COVID. The flu has been on the decline. This year, the flu cases that were seen, were severe cases. Not many flu cases being seen, in the past week. President Scott Davidson, along with Dr. Mark Haynes, reiterated the importance of getting your annual flu shot.

At this time, President Scott Davidson, along with the other Jurors, welcomed Tax Assessor Elect Katie Coburn and newly appointed Registrar of Voters Tracy Lowrey. Ms. Lowrey was chosen from five candidates to fill the vacancy due to the retirement of Mrs. Patricia Sanders.

Newly Appointed ROV Tracy Lowrey thanked the Jury for their confidence in her for the job. She is looking forward to working with them as the new Registrar of Voters and knows it will be hard to replace Mrs. Patricia Sanders who has had almost 40 years of service.

ITEM #19 – February 7, 2024 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

Claiborne Parish Police Jury
FY2022-2023 LGAP Grant
Amount \$100,000
Project – Roof rehab/repair CPPJ Admin Building
Status – Contract signed and approved by the State.

2. CWEF Projects -

Pinehill Water System
FY2020-2021 CWEF Grant
Amount - \$21,225
Project – Water line extension E D White Road area
Status – Contract signed and approved by the State.

South Claiborne Water System
FY2022-2023 CWEF Grant
Amount - \$100,000
Project – Owens Booster Station Project (Hwy 146)
Status – Contract received and approved by the State.

3. LCDBG Grant

Norton Shop Water System
FY2021 LCDBG
Amount - \$455,480
Project – New water well

Status – Under construction (100% complete and final close-out complete).

4. Sales Tax Collections for Dec 2023 – net of \$78,621 from gross collections of \$80,637
Net sales tax collections for Nov 2023 – \$65,689 – increase \$12,932 (19.69%)
Net sales tax collections for December 2022 - \$72,874 – increase \$5,747 (7.89%)

5. Cash position on January 31, 2024 - \$11,367,908
Cash position on December 31, 2023 - \$9,925,781 (increase of \$1,442,127)
Cash position on January 31, 2023 - \$11,449,859 (decrease of \$-81,951)

See Deposit Balances by Institution for breakdown on January 31, 2024 –

6. Total Receipts for the month of January 2024 – \$2,088,775

7. Upcoming important dates and meetings –

- 2/12 – Conexon meeting
- 2/12 – OOCs Board meeting
- 2/13 – Mardi Gras Holiday
- 2/22 – CPHD #3 Board meeting
- 2/26 – Tentative date for committee meetings (if needed)
- 2/28 – Agenda items due
- 3/6 – Regular Meeting

Public Comments:

Mr. John Monzingo of the Claiborne Parish 4-H & LSU AgCenter updated the Jury on their upcoming events. 4-H Challenge Camp is upcoming later in the month that many of our 4-H kids will be attending. 4-H Regional Shooting Sports will be kicking off in in March. Livestock events are starting back up and a Buds and Blooms seminar will be held in Minden on February 24th.

Jack Hightower President of Claiborne Unite gave those in attendance an update on the last year’s Louisiana Legends Fest which was held last October. He stated there were 5,000 people in attendance during that day and that many local businesses reported their best 2 days of the year. Over \$15,000 was divided between the Fest’s local charity partners, in addition the charity food booths raised a total of over \$20,000 which they got to keep. Each year the festival has added to its events. In 2023 Mr. Tommy Bourn added a car show that was a huge hit. This year the festival plans to add a bass fishing tournament. Mr. Hightower wanted everyone to know that the 2024 Legend and Legacy Legend nominations are open to the public.

Upon motion by Mark Furlow, duly seconded by Joseph Merritt, the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President