

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
March 10, 2021
Police Jury Chambers
507 West Main Street
Homer, LA 71040

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 10th of March 2021. On being called to order by President, Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Kevin Gray, Mary McDaniel, Paul Cook, Joseph Merritt, Jr., Tommy Sanders, Gill Dowies, and Rev. Willie Young, Sr.

There were 12 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Road Superintendent Tommy Durrett, Director of Libraries Mrs. Pam Suggs, Tax Assessor Bob Robinson, District Attorney Danny Newell, Parish Engineer Randal Smoak of Cothren, Graff, Smoak Engineers, Claiborne Memorial CEO Tina Haynes, Parish Coroner Dr. Mark Haynes, Ronald Day of Claiborne Parish Fire District 4, and Mrs. Kathy Hightower and Jackie Tripp with the Guardian Journal Newspaper.

There was a Road Committee Meeting held at 9:00 am in the Police Jury Conference Room.

President Scott Davidson called the meeting to order.

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

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously voted to adopt the Regular Agenda as presented.

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

Consent Agenda

1. Approval of the February 10, 2021 regular meeting minutes.
2. Payment of the February 2021 bills as approved by the Claims Committee.

Regular Agenda

President Scott Davidson read aloud a notice that all Parish Employees are required to complete one (1) hour of Ethics training by December 31, 2021.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2021 by all Parish Employees – Department Heads and Jury Members have a two (2) hour training requirement.

President Scott Davidson read aloud a notice that the 2021 PJAL Convention has been postponed until Mary 12-14 and will be held at the Crowne Plaza in Baton Rouge. If you are interested, please contact Leigh Ann or Shelia.

Reminder – Jurors personal financial disclosure statement for 2020 is due by May 15, 2021.

Upon motion by Kevin Gray, duly seconded by Mark Furlow, the Jury voted 8-1 to reject the lone submitted bid of \$6,860 from J.W. Menefee on the 2009 Ford F-750 Dump Truck with 8 yd dump bed – VIN ending #V122910. The vote was as follows - eight (8) FOR Laird, Furlow,

Gray, McDaniel, Cook, Merritt, Dowies and Young; and one (1) NAY – Sanders. District 8 Juror voted no due to the fact that the minimum bid of \$8,000 was not listed in the surplus add in paper. President Scott Davidson stated, though it should have been printed for informational purposes, the Jury had in the advertised notice that they “reserve the right to reject any and all bids” and that the Jury was bound by the minimum bid of \$8,000 set during the February 10, 2021 meeting. It was also stated that the bidder had been informed verbally of the minimum bid requirement on at least two different occasions by Hwy Dept personnel.

Upon motion by Kevin Gray, duly seconded by James Laird, the Jury unanimously voted to place the Surplus 2009 Ford F-750 Dump Truck with 8 Yd dump bed – VIN122910 in the upcoming Mt. Olive Christian School Auction with a minimum bid of \$8,000.

Upon motion by Mary McDaniel, duly seconded Kevin Gray, the Jury unanimously re-appointed the following members to the Claiborne Parish Wards 2 & 3 Recreation District: Tim Cole (exp: 12/2022), Jerry Smith (exp: 2023), Monica Beene (exp: 2024), Courtney “Connie” Tell (exp: 2025), and Brian Bogle (exp: 2026).

Upon motion by Gil Dowies, duly seconded by Mark Furlow, the Jury unanimously adopted Resolution 2021 – 010 – A Resolution Adopting a Citizen Participation Plan for The LCDBG Program.

RESOLUTION 2021-010

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM

WHEREAS, Claiborne Parish Police Jury desires to obtain Community Development Block Grant (CDBG) funds to benefit Low- and Moderate-Income persons; and

WHEREAS, the Louisiana Division of Administration requires that certain citizen participation requirements be met;

NOW, THEREFORE, BE IT RESOLVED that the following Citizen Participation Plan is adopted for use by the Claiborne Parish Police Jury with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Claiborne Parish Police Jury intends to involve citizens in the planning, implementation, and assessment of the local Community Development Block Grant Program. Federal and State regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to the elected officials. All aspects of citizen participation will be conducted in an open manner with freedom of access to information for all interested persons.

CITIZEN PARTICIPATION PLAN

The Claiborne Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Claiborne Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Claiborne Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Claiborne Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Claiborne Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the police jury office and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

The public hearing to address LCDBG application submittal will be held well in advance of the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Claiborne Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Claiborne Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Claiborne Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low- and moderate-income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Claiborne Parish Police Jury
P. O. Box 270
Homer, LA 71040

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a 3-day notice is received by the Claiborne Parish Police Jury.

Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

Claiborne Parish Police Jury
P. O. Box 270
Homer, LA 71040

Negative comments received will be forwarded to the state's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Claiborne Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately five to fifteen calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Claiborne Parish Police Jury LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a three-day notice is received by the Claiborne Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to:

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, Louisiana 70804-90958

The state will consider objections made only on the following grounds:

- i. The application description of needs and objectives is plainly inconsistent with available facts and data;
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Claiborne Parish Police Jury will provide an interpreter for dissemination of information to them providing the Claiborne Parish Police Jury is given sufficient notification of three day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Claiborne Parish Police Jury to any citizen, particularly to low- and moderate-income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Claiborne Parish Police Jury with at least a one-week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Claiborne Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at Claiborne Parish Police Jury, Monday thru Friday, 8:00a.m. to 3:00p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of Claiborne Parish to review all complaints received by the Parish.

SECTION 2

The following procedures will be followed on all complaints received by the Claiborne Parish Police Jury:

- 1) The complainant shall notify the Parish Manager of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Manager will notify the President or designated representative of the complaint within two working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Parish Manager within five working days.
- 4) The Parish Manager will notify the complainant of the findings of the President or designated representative in writing or by telephone within two working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Manager who will forward the complaint and all actions taken by the President or designated representative to the appropriate Claiborne Parish Police Jury committee for their review. This will be accomplished within two working days of receipt of the written complaint.
- 6) The reviewing Police Jury committee will have five working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Police Jury Committee, he must notify the Parish Manager in writing that he/she desires to be afforded a hearing by the Police Jury. The complainant will be placed on the next regularly scheduled police jury meeting agenda. The Parish Manager will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Claiborne Parish Police Jury, at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Claiborne Parish Police Jury will inform complainant of an appropriate date to expect a response. Within two working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll-Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Manager will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Claiborne Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Claiborne Parish Police Jury’s regularly scheduled meetings.

C E R T I F I C A T E

I, Dwayne R. Woodard, Secretary-Treasurer for Claiborne Parish Police Jury, hereby certify that the attached constitutes a true and accurate copy of a Resolution, which UPON MOTION of Gill Dowies, seconded by Mark Furlow, was adopted by the following Yea and Nay vote:

YEA: 10 NAYS: 0 ABSENT: None

and the same was declared adopted by the President on this 10th day of March, 2021.

/s/Dwayne R. Woodard
Secretary-Treasurer
Claiborne Parish, Louisiana

Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously adopted Resolution 2021 – 011 – A Resolution Authorizing the President to Execute a Contract for 2021 LCDBG Administrative Services

R E S O L U T I O N 2021-011

A RESOLUTION AUTHORIZING THE PRESIDENT TO
EXECUTE ON BEHALF AND IN THE NAME OF CLAIBORNE PARISH
A CONTRACT FOR LOUISIANA COMMUNITY DEVELOPMENT
BLOCK GRANT ADMINISTRATIVE SERVICES

WHEREAS, Claiborne Parish intends to apply for Louisiana Community Development Block Grant (LCDBG) funds in order to make public facility improvements; and

WHEREAS, Claiborne Parish is in need of the services of an experienced administrative consulting firm to develop the LCDBG application and to provide administrative services in connection with the grant if the application is selected for funding; and

WHEREAS, The Coordinating and Development Corporation, the regional planning and development district for Northwest Louisiana, has submitted documentation of its extensive experience in developing LCDBG applications and providing administrative services for LCDBG projects; and

WHEREAS, The Coordinating and Development Corporation has provided a summary of the direct and indirect charges for LCDBG administrative services, including the basis on which the charges were calculated, and these charges have been found to be reasonable and acceptable, and based upon the above, chosen through competitive negotiation; and

WHEREAS, The Coordinating and Development Corporation will be paid for LCDBG

one shot vaccine available in Claiborne Parish at this time and it's not likely to be available here for a while.

Tina Haynes stated that CMMC is still getting plenty of vaccines into the hospital. She recommends the patients call for an appointment. The Opioid Unit did open right before the snow storm. We have patients in the unit at this time. If anyone has questions or know of anyone needing this service please call for information. The 2nd Annual Opioid Summit is tomorrow in Minden at the Civic Center, it is being held the due to the space needed for social distancing. We have approximately 100 registered. The most exciting thing is, all three physician clinics in the parish will be under the Claiborne Memorial Medical Center umbrella beginning April 1st. Butler-Abshire Clinic, Dr. Salmon's Clinic, and the Haynes Clinic will be under Claiborne Memorial Medical Center.

District 10 Juror Rev. Willie Young questioned Mrs. Tina Haynes whether or not the clinic employees will be staying? Each employee has been given the opportunity to stay. A few have chosen to stay with Springhill Medical Center and be transferred but all have been offered to stay as our employees. The vast majority will be staying and work under Claiborne Memorial Medical Center umbrella. Rev. Young stated that he is happy to hear this news as we need to keep our people of Claiborne Parish, in our Parish, allowing jobs to stay here.

ITEM #20 – MARCH 10, 2021 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

No open grant contracts at this time.

2. CWEF Projects

South Claiborne Water System
Contract #1516-CWEF-CLB-0001
PO #2000288442
Amount - \$31,000
Project – Replacement of water lines
Status – Contracts signed and approved

Summerfield Water System
Contract #1819-CWEF-CLB-0001
PO #2000441879
Amount - \$16,200
Project – Repairs at central pump station and installation of master meter
Status – Contracts signed and approved, work has started

3. Sales Tax Collections for January 2021 – net of \$44,937 from gross collections of \$46,117
Net sales tax collections for December 2020 – \$59,467 – decrease \$-14,530 (-24.43%)
Net sales tax collections for January 2020 - \$45,116 – decrease \$-179 (-0.04%)

4. Cash position at February 28, 2021 - \$10,606,495
Cash position at January 31, 2021 - \$10,038,937 (increase of \$567,558)
Cash position at February 28, 2020 - \$9,554,574 (increase of \$1,051,921)

See Deposit Balances by Institution for breakdown at February 28, 2021 –

5. Total Receipts for the month of February 2021 – \$977,631

6. Upcoming important dates and meetings –

- 3/16 – Construction Progress Meeting @ CID
- 3/18 – Economic Development Board
- 3/22 – OOCs Board
- 3/23 – Construction Progress Meeting @ CID
- 3/25 - CPHSD#3 Board Meeting
- 3/25 - CPWSD
- 3/29 – Committee Meetings (tentative)
- 3/30 - Construction Progress Meeting @ CID
- 4/6 – Construction Progress Meeting @ CID
- 4/7 – Regular Meeting

Additional Public Comments:

There were no additional public comments, at this time.

Upon motion by Kevin Gray, duly seconded by James Laird the meeting was adjourned.

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President