

MINUTES
Of the Regular Meeting of
The Claiborne Parish Police Jury
10:00 a.m.
July 13, 2022
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 13th of July. On being called to order by President, Scott Davidson, the following Jurors were present:

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

District Four Juror Mary McDaniel was absent.

There were 13 others in attendance which included Secretary-Treasurer Dwayne R. Woodard, Road Superintendent Tommy Durrett, Sheriff Sam Dowies, Claiborne Memorial CEO Mrs. Tina Haynes, CMMC Program Director Mr. Don Pledger, Claiborne Parish Director of Libraries Mrs. Pam Suggs, CP Library Historian Mr. Wesley Harris, Claiborne Parish Coroner Dr. Mark Haynes, Mr. John Monzingo of the LSU AgCenter, CPPJ OOCs Executive Director Mrs. April Childress, Homer Main Street Director Mr. Jimmy Hand, Ms. Jackie Tripp of the Guardian Journal and Mr. Ronald Day of Homer.

There was a Road Committee Meeting held at 9:00 a.m. 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, followed by the Pledge of Allegiance led by Paul Cook.

Upon motion by Joseph Merritt, duly seconded by Mark Furlow, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Gil Dowies, duly seconded by James Laird, the Jury unanimously approved the following consent agenda:

Consent Agenda

6. Approval of the June 8, 2022, regular meeting minutes.
7. Payment of the June 2022 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, 2022.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2022, by all Parish Employees – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud the reminder that the Claiborne Parish Police Jury will be hosting the Region 4 PJAL Annual Meeting on Tuesday, September 20, 2022, at 6:00 pm at the Claiborne Electric Co-op in their meeting room.

Upon motion by Tommy Sanders, duly seconded by Joseph Merritt, the Jury unanimously voted to table the purchase of a 2022 or newer Road Grader for use by the Hwy Department until the August 2022 meeting.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously adopted, upon recommendation from the Road Committee, the new CPPJ Cyber Crime & Deception/Social Engineering Risk Control Policy and Procedures – as required by our insurance group LRPIC.

Claiborne Parish
Cyber Crime & Deception/Social Engineering
Risk Control Policy & Procedures

1. Two parish employees, processes or devices should be used to verify any changes in transfer details and to obtain authorization when transferring funds in excess of \$10,000 to external parties.
2. When making changes to or setting up new payment instructions to a third party, a parish employee will call the third party and verify account information is legitimate and accurate.
3. All parish employees involved with any type of banking or handling of money will review privacy and security training materials provided by LRPIC Loss Control on a quarterly basis.

Upon motion by Paul Cook, duly seconded by Joseph Merritt, the Jury unanimously adopted, upon recommendation from the Road Committee, the new CPPJ Sexual Abuse, Molestation, and Misconduct Policy and Procedures-as required by our insurance group LRPIC.

CPPJ SEXUAL MISCONDUCT POLICY

Sexual Misconduct Policy Statement

The Claiborne Parish Police Jury will not tolerate and will seek to eradicate any behavior by its employees, volunteers, and temporary workers that constitutes Sexual Misconduct. “Sexual Misconduct” means any actual or attempted criminal sexual assault, sexual abuse, sexual exploitation, indecent or sexual solicitation or public indecency, involving another person, including adults and children. “Sexual Misconduct” does not include “sexual harassment.”

Procedures for Reporting and Responding to Reports of Sexual Misconduct

1. Employees, Temporary Workers, and Volunteers
All Claiborne Parish Police Jury employees, temporary workers, and volunteers are required to report any known or suspected incidents of Sexual Misconduct according to this policy and state law. The report(s) of Sexual Misconduct must be reported to the Department Director and/or the Personnel Officer immediately. If the person to whom an employee, temporary worker, or volunteer must report Sexual Misconduct is the offending person, the report should be made to the next higher level of administration or supervisor.
2. Recreation Department (Summer Camp, Recreational Sports Play and Special Olympics if applicable)
Parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incidents of known or suspected Sexual Misconduct to the Claiborne Parish Police Jury Secretary-Treasurer.
 - Reports of Sexual Misconduct shall be brought as soon as possible to the Personnel Officer and Parish Administration for prompt investigation of the facts, determination of the issues, and notification to the Claiborne Parish Sheriff’s office.

- Claiborne Parish Police Jury will then turn over any and all information to the authorities and applicable governing state agencies and fully cooperate with the investigation.

Investigation and Confidentiality

All formal complaints of Sexual Misconduct will be given full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

Discipline

Any employee, temporary worker, or volunteer who is determined, after an investigation, to have engaged in Sexual Misconduct in violation of this policy and/or the Louisiana law will be terminated and subject to possible criminal charges.

Intentional or malicious false accusations regarding Sexual Misconduct will not be tolerated, and any employee, temporary worker, or volunteer knowingly making a false accusation will be subject to disciplinary action up to and including termination, or discharge for volunteers.

The Claiborne Parish Police Jury will discipline any employee, temporary employee, or volunteer who retaliates against any person who reports alleged Sexual Misconduct or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding or hearing relating to a Sexual Misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Maintenance of Records

The Personnel Office shall maintain all applicable records and documentation required by law for Sexual Misconduct involving employees, temporary workers, and volunteers.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously approved the hardship request for drive-way repairs for Mr. Jimmy Lee Tibbs of 14954 Hwy 9, Athens, LA. Mr. Tibbs meets all the income and physical requirements that meet a hardship case.

Upon motion by Paul Cook, duly seconded by Gil Dowies, the Jury unanimously approved the hardship request for drive-way repairs for Ms. Tracie Webb of 1500 White Oak Rd, Homer, LA. Ms. Webb meets all income and physical requirements that meet a hardship case.

Upon motion by Kevin Gray, duly seconded by Gil Dowies, the Jury unanimously voted to add Lowe Road from Hwy 808 to the Columbia Road to the NO TRUCK Ordinance and place signs stating NO TRUCK TRAFFIC on the is section of road.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously voted to declare an emergency purchase of no more than \$70,000 for replacement of one of our Hwy Dept trucks that was stolen and wrecked over the Fourth of July weekend. This truck purchase will be by invoice sale (no state contract) due to emergency need to have the truck back in our fleet for bush hog season and the unwillingness of available vendors to designate their inventory to a government entity bid. There are currently no available 2500 series trucks on state contract and the wait time maybe as long as 24 months for the order to be placed.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously approved, upon recommendation of the Road Committee, the purchase of a replacement engine in the amount of up to \$10,000 for one of the Hwy Dept's 2014 Ram 1500 Dodge Trucks.

Claiborne Parish Coroner, Dr. Mark Haynes gave his report for 2 months-

May 2022 a total of 14 deaths - (11) hospice/ER, (2) other facilities, (1) on scene, (4) CECs, and (0) autopsies.

June 2022 a total of 19 deaths - (9) Hospice/ER, (3) other facilities, (3) hospital, (1) on-scene (2) requiring autopsies, (1) requiring no autopsy and (2) CECs.

Dr. Mark Haynes gave his update from the clinics. He stated that he was seeing a rise in COVID cases, however people don't appear to be getting as sick with this strain. Symptoms begin with a sore throat, but most cases are cold like symptoms. Those being hospitalized have been admitted for underlying conditions that make symptoms more severe.

CMMC CEO Tina Haynes said the hospital census is currently down, however traffic in the ER has been very steady.

ITEM #19 – July 13, 2022 – AGENDA

SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS

1. LGAP Projects –

No open grant contracts at this time.

2. CWEF Projects -

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

3. LCDBG Grant

Norton Shop Water System
FY2021 LCDBG
Amount - \$381,080
Project – New water well
Status – Awarded and contracts received. Preliminary work and scope completed. Bid came in over budget on the project. LCDBG office has come up with 80% of the amount over budget. The Water System and PJ have agreed to fund the remaining balance.

4. Sales Tax Collections for May 2022 – net of \$62,359 from gross collections of \$64,048
Net sales tax collections for April 2022 – \$60,797 – increase \$1,562 (2.57%)
Net sales tax collections for May 2021 - \$56,494 – increase \$5,865 (10.38%)

5. Cash position at June 30, 2022 - \$11,803,792
Cash position at May 31, 2022 - \$10,415,839 (increase of \$1,387,953)
Cash position at June 30, 2021 - \$11,204,930 (increase of \$598,862)

See Deposit Balances by Institution for breakdown at June 30, 2022 –

6. Total Receipts for the month of June 2022 – \$1,906,653

7. Upcoming important dates and meetings –

7/18 – OOCs Board Meeting - Library
7/22 – LRPIC Board Meeting - Monroe
7/28 – CPHSD #3 Meeting
8/1 – Committee Meetings (tentative)
8/10 – Regular Monthly Meeting

Additional Public Comments:

Main Street Director Jimmy Hand invited everyone to make plans to attend the upcoming Legend's Fest on October 22. He encouraged everyone who has a non-profit or religious organization to inquire about hosting a booth or possibly providing volunteers to help their non-profit raise money.

District Ten Juror Rev. Willie Young commended Dr. Mark Haynes and Dr. Scott Haynes for their care for his mother-in-law during her last days. He stated that he was touched and appreciated the care she received at the hospital and their clinic.

Upon motion by Mark Furlow, duly seconded by Kevin Gray, the meeting was adjourned.

Dwayne R. Woodard
Secretary-Treasurer

Scott Davidson
President