

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
May 6, 2020  
Police Jury Chambers  
507 West Main Street  
Homer, LA 71040

**\*\*\*NOTICE\*\*\* While this is a public meeting and open to the public – the Police Jury will be limiting admittance to the meeting based on 25% of the Fire Marshal’s stated capacity. The Police Jury will also require all those in attendance to wear a mask or face covering and to practice social distancing. The Claiborne Parish Police Jury humbly requests that if you have a fever, shortness of breath or other cold or flu-like symptoms that you do not attend this public meeting. The meeting will be streamed live via our Facebook Page @ClaiborneParish; public questions and/or comments can be texted to (318)518-8490 during the meeting. Minutes of the meeting will be available and posted on line at [www.claiborneparish.org](http://www.claiborneparish.org)**

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 6<sup>th</sup> of May 2020. On being called to order by President, Scott Davidson, the following Jurors were present:

James Laird, Mark Furlow, Mary McDaniel, Paul Cook, and Kevin Gray

The following Jurors chose to be absent due to the COVID-19 restrictions on public gatherings: Gil Dowies, Tommy Sanders, Rev. Willie Young, and Joe Merritt.

There were 8 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, District Attorney Danny Newell, Sheriff-Elect Sam Dowies, Parish Coroner Dr. Mark Haynes, Claiborne Parish OEP Director Mr. Dennis Butcher, CPPJ Asst. Secretary Treasurer Mrs. Shelia Washington, CMMC CEO Mrs. Tina Haynes, and Parish Engineer Mr. Randall Smoak.

The meeting was streamed live via the Police Jury’s Facebook page.

The meeting was opened with a word of Prayer led Scott Davidson, followed by the Pledge of Allegiance led by Paul Cook.

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

Upon motion by James Laird, duly seconded by Paul Cook, the Jury unanimously approved the following amendments to the Regular Agenda:

1. Request from Road Superintendent Tommy Durrett to hire Carl Nelson as a full-time employee to replace Randy Crittenden that has retired.
2. Request from Road Superintendent Tommy Durrett to hire, thru Manpower, 3 part-time employees to assist with seasonal mowing, spraying, etc. for the Road Department.
3. Permission to display a banner from the Community Coordinating Council and Homer Golden Raiders honoring the essential organizations during the COVID-19 pandemic.

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

**Consent Agenda**

1. Approval of the March 4, 2020 regular meeting minutes.

2. Approval of the March 19, 2020 special called meeting minutes.
3. April 8, 2020 regular meeting of the CPPJ was postponed until April 15, 2020 and then cancelled due to the Covid-19 virus – NO MINUTES for approval.
4. Approval of the payment register of the March 2020 bills as approved by the Claims Committee – retroactive to April 15, 2020.
5. Approval of the payment register of the April 2020 bills as approved by the Claims Committee.

President Scott Davidson asked the Jury to handle the amendments to the agenda, at this time.

Upon motion by Kevin Gray, duly seconded by Paul Cook, the Jury unanimously approved the request from Road Superintendent Tommy Durrett to hire Mr. Carl Nelson as a full-time employee for the Claiborne Parish Road Department

Upon motion by Kevin Gray, duly seconded by James Laird, the Jury unanimously approved the request from Road Superintendent Tommy Durrett for the hiring of three (3) part-time employees thru Manpower for seasonal mowing, spraying, etc. due to the fact that there will be no inmate labor available to the Police Jury for work crews for the foreseeable future due to the virus.

Upon motion by James Laird, duly seconded by Paul Cook, the Jury unanimously approved the request from the Claiborne Community Coordinating Council and the Golden Raiders to place a banner on the court house lawn honoring essential employees who have provided services during the COVID-19 Pandemic.

### **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, 2020.

President Scott Davidson reminded everyone that one (1) hour of Preventing Sexual Harassment Training is required to be completed by December 31, 2020 by all Parish Employees – Department Heads and Jury Members have a two (2) hour training requirement.

President Scott Davidson reminded the Jurors that Personal Financial Disclosure Reports for 2019 are due by May 15, 2020.

President Scott Davidson reminded Jurors that Bosch and Statham have started their fieldwork and are working remotely to compile and complete the audit by June 30.

Upon motion by James Laird, duly seconded by Mary McDaniel, the Jury unanimously approved the recommendation from Secretary-Treasurer Dwayne Woodard to renew the Parish's Health Insurance plan with BCBS for the period June 1, 2020 thru May 31, 2021. (The new rate will be less than 1% increase in plan costs)

President Scott Davidson addressed the public stating the Police Jury will be doing things a little different, for now. Due to the loss of revenue and waiting to see how the Oil and Gas/Timber Severance Tax will be affected, the Chip Seal Program has been suspended for the time being. The mowing and upkeep of adjudicated lots will not be done at this time due to lack of available manpower from CPDC inmates.

Dr. Mark Haynes gave an update on the COVID-19 and the Coroner's Office procedures. He stated that the State Pathologists are ordering that no autopsies be done on suspected COVID-19 deaths unless there is a determinable reason for investigation or other cause. We are probably 12-18 months out on a vaccine and he encourages everyone to protect yourself and others by washing hands and wearing masks.

CMMC CEO Mrs. Tina Haynes reported that the CMMC has re-opened their wound care facility, along with occupational therapy. She stated it is safe to come to the hospital for treatment or injuries and illnesses. There are still no visitors are allowed in patients rooms at this time and for the foreseeable future. There will begin performing non-essential surgeries on

Monday the 11th. Mrs. Haynes also stated that the community has been very helpful in supplying extra PPE when there was a shortage of supplies.

District Attorney Danny Newell stated that the DA's Office is open and that court was held yesterday at the Parish Courthouse.

Sheriff-Elect Sam Dowies stated the DOC could be releasing inmates back to the work release by May 15<sup>th</sup>, if everything goes as planned.

Secretary-Treasurer Dwayne Woodard updated everyone on the Police Jury functions. He stated the Administrative Office has not missed a day of work during this pandemic and work is continuing with minor adjustments for safety precautions to the staff. The doors to the Administration Building are still closed to the public, but appointments can be made for items that cannot be handled vis email or over the phone.

At this time, Claiborne Parish Coroner Dr. Mark Haynes, gave his monthly Coroner's report. There were 14 deaths. (7) ER/Hospice, (1) on scene, (2) Other, (2) Autopsy and (1) CEC

\*\*\*\*\*

### **Secretary-Treasurer's Report – April 2020**

Secretary-Treasurer Dwayne Woodard gave his report for April 2020, he did not include a full recap this month as the Jury had received all fund financial statements via email.

Important items of note from Secretary-Treasurer Woodard –

The Police Jury's Health Insurance Renewal for 2020-2021 thru Blue Cross/Blue Shield had little to no increase in the out of pocket expenses for the employee or Jury. There was less than a 1% increase in the premiums which is the 3<sup>rd</sup> year in a row that our health insurance is staying at the same cost with just minor changes to the benefits of the policy.

The first quarter Oil & Gas and Timber Severance Tax checks has been received. At the time these funds were dispersed, the barrel of oil was over \$50 a barrel, then dropped below \$32 a barrel in second quarter and now at less than \$20.00 a barrel. So the Police Jury is preparing to see a major cut in funding in the last 3 quarters of this year due to this drop in market price. The figures for the first quarter are as follows:

Timber Severance Tax – received 1<sup>st</sup> Quarter was \$160,319 which was up \$24,023 over same period last year.

Oil and Gas Severance Tax – received 1<sup>st</sup> Quarter was \$347,074 which was down (\$9,586) from the same period last year.

Secretary-Treasurer Woodard stated that the Jury is waiting on the 2<sup>nd</sup> quarter (April-June 2020) which will be released in July to have a better understanding of the potential economic impact it will have on Parish operations this year. We anticipate, this will affect our cash flow on all funds. The Police Jury is being very judicious with our money and reserves even though we are in good position to hopefully weather this storm for now. As of now, we should be able to maintain most of the services provided by the Police Jury to the citizens of the Parish and to retain its current workforce at its present level. The inmate work crews play a big part in our manpower operation at the Hwy Department and getting them back will help immensely.

The audit is being performed remotely via scan and email, due to the COVID-19 Pandemic.

Financial Disclosures will be emailed to each juror for proofing and changes to be done. I will call each one of you to come in and sign, sometime, next week.

Things are gong well at the Jury Office. We are working, as usual, and have adjusted well to doing business during the pandemic.

\*\*\*\*\*

**Additional Public Comments:**

There were no additional public comments.

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

---

Dwayne R. Woodard  
Secretary–Treasurer

---

Scott Davidson  
President