

MINUTES  
Of the Regular Meeting, of  
The Claiborne Parish Police Jury  
10:00 a.m.  
June 6, 2018  
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 6<sup>th</sup> of June. On being called to order by President, Scott Davidson, the following Jurors were present:

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

There were over 11 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Sheriff Ken Bailey, Claiborne Parish Director of Libraries Mrs. Pam Suggs, Parish Coroner Dr. Mark Haynes, Mr. Jerry Whitton and Mr. Sam Dowies of the Claiborne Parish Watershed District, Town of Homer Mayor Roy Lewis, Deputy Walter Johnson of E-911, Mr. David Green of Republic Waste, Mrs. Jack Roberts of the Haynesville News, and Mr. Jimmy Hand of Homer Main Street Homer.

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 Paul Cook, duly seconded by Joe Sturges, the Jury unanimously voted to adopt the Regular Agenda as presented.

Upon motion by Gil Dowies, duly seconded by Tommy Sanders, the Jury unanimously voted to adopt the consent agenda.

**Consent Agenda**

1. Approval of the May 8, 2018 regular meeting minutes.
2. Approval of the May 11, 2018 special called meeting minutes.
3. Payment of the May 2018 bills as approved by the Claims Committee.

**Regular Agenda**

President Scott Davidson reminded everyone the regular meeting of the Claiborne Parish Police Jury has been moved to Wednesday, July 11, 2018, due to the 4<sup>th</sup> of July Holiday.

President Scott Davidson reminded all Jurors and Parish employees that they are required to complete 1 hour of ethics training prior to December 31, 2018.

President Scott Davidson read aloud a notice – The Haynesville News will be the Official Journal of the Claiborne Parish Police Jury for the period July 1, 2018-June 20, 2019 as per the rotation schedule adopted by the Claiborne Parish Police Jury on June 4, 2014.

President Scott Davidson reminded all employees that the Employee Health Insurance Luncheon will be on Tuesday, June 12<sup>th</sup> at Noon at the Claiborne Parish Library. All full-time employees of the Police Jury are required to attend.

There were no recommendations from the Road Committee.

Upon motion by Kevin Gray, duly seconded by Joe Sturges, the Jury unanimously approved Resolution 2018-010 – A Resolution Authorizing the President and Secretary-Treasurer to Sign Documents on Behalf of the Claiborne Parish Police Jury Concerning the Transmittal of the 2017 Audited Financial Statements.

\*\*\*\*\*

RESOLUTION 2018-010

A RESOLUTION AUTHORIZING THE PRESIDENT AND SECRETARY-TREASURER TO SIGN DOCUMENTS ON BEHALF OF CLAIBORNE PARISH CONCERNING THE TRANSMITTAL OF THE 2017 AUDITED FINANCIAL STATEMENTS

WHEREAS, the deadline for the transmittal of the audited financial statements of Claiborne Parish is June 30, 2018; and

WHEREAS, the next regularly scheduled meeting of the Claiborne Parish Police Jury is scheduled for July 11, 2018; and

WHEREAS, the auditors and Secretary-Treasurer have had discussions concerning the first draft of the 2017 report to the Secretary-Treasurer and no changes are expected;

BE IT HEREBY RESOLVED that the Claiborne Parish Police Jury AUTHORIZES the President, Scott Davidson and Secretary-Treasurer, Dwayne R. Woodard, to sign and execute documents on behalf of the Claiborne Parish Police Jury relating to the transmittal of the Parish’s 2017 audited financial statements.

Upon a motion by Kevin Gray and duly seconded by Joe Sturges this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, June 6, 2018.

Yeas – (10) Laird, Furlow, Gray, Sturges, Cook, Davidson, Merritt, Sanders, 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 by James Laird, the Jury unanimously approved the request (tabled from the May 9, 2018) from Kathi Williams with LRPIC (Parish’s property and general liability insurance carrier) for the Parish to consider adopting a “Social Media Policy” in an email dated May1, 2018. This policy has been reviewed and approved by Parish Attorney Danny Newell.

\*\*\*\*\*

**SOCIAL MEDIA**

The Police Jury understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees who work for the Claiborne Parish Police Jury.

## Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communication or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Police Jury, as well as any other form of electronic communication.

The same principles and guidelines found in this Manual and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects other employees or members of the public may result in disciplinary action up to and including termination.

### *Know and Follow the Rules*

Carefully read the policies within this Manual, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### *All Postings Are Public*

Always remember that anything you post through social media is public, even if you post to a so-called "private" group or restricted page. Everything on the internet is public, and everything you post is digitally archived and permanently available. Think before you post. Anything you post in violation of this policy could result in disciplinary action, even if you believed the content was "private."

### *Be Respectful*

Always be fair and courteous to fellow employees and members of the public. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open-door policy than by posting complaints to a social media outlet. Although you have a right to discuss public issues as a citizen, you do not have a right to air personal workplace grievances on social media, and doing so can disrupt the business of the Police Jury and its employees and result in disciplinary action.

Whenever you post on social media, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage employees or other members of the public, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, age, or any other status protected by law or by Police Jury policy.

Remember that you are a public servant, and anything you post could reflect on the Police Jury and the services it provides. The Police Jury is committed to treating citizens equally and promoting justice and fairness for each and every citizen of Claiborne Parish. Posts that indicate discriminatory or harassing attitudes or conduct may undermine the public trust and adversely affect your ability to do your job effectively. This includes any jokes, memes, or other content displaying discriminatory, harassing, or disrespectful attitudes toward groups or members of the public. Such posts may result in disciplinary action.

Whenever your social media posts adversely affect your ability to do your job, you may be subject to disciplinary action up to and including termination.

### *Protect Confidentiality*

Depending on your job, you may have access to personal information of other employees or members of the public. Certain types of information, including personnel data, are legally protected and confidential. Any disclosure of legally protected, confidential information, whether through social media or otherwise, will result in disciplinary action, up to and including termination. It is your responsibility to be aware of whether information is legally protected, confidential information.

*Be Honest and Accurate*

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Police Jury, fellow employees, or members of the public.

*Post Only Appropriate and Respectful Content*

Express only your personal opinions. Never represent yourself as a spokesperson for the Police Jury. If the Police Jury is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Police Jury. If you do publish a blog or post online related to the work you do or subjects associated with the Police Jury, make it clear that you are not speaking on behalf of the Police Jury or fellow employees. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the Claiborne Parish Police Jury.”

*Using Social Media at Work*

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. If you do make work-related social media posts, you must abide by the guidelines set by your supervisor. Official Police Jury social media accounts are not an appropriate way for you to express personal opinions. If you wish to express personal opinions, you must do so on your own time and using your own account. Do not use Police Jury email addresses to register on social networks, blogs or other online tools utilized for personal use.

*Retaliation is Prohibited*

The Police Jury prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

*Media Contacts*

Employees should not speak to the media on the Police Jury’s behalf without contacting the Secretary-Treasurer. All media inquiries should be directed to the Secretary-Treasurer.

**Adopted by the Claiborne Parish Police Jury -  
During a Regular Scheduled Meeting with a Quorum Present on June 6, 2018**

Dwayne R. Woodard  
Secretary-Treasurer

\*\*\*\*\*

At this time, Parish Coroner, Dr. Mark Haynes, gave his monthly report of the Coroner’s Office: There were 7 deaths (4) ER, (3) Other, No Autopsies, and (1) CEC.

There was no additional public comment.

\*\*\*\*\*

**ITEM #16 – June 6, 2018 – AGENDA**

**SECRETARY-TREASURER – UPDATE ON GRANTS AND OTHER ITEMS**

1. LGAP Projects –

- CPPJ – Gas Line Extension on Hwy 2 to Parish Owned Property
- Contract #1415-CLB-0001 Amount - \$25,000 now \$0
- Project – extension of natural gas line to the Police Jury owned property on Hwy 2
- Status – Change of scope approved by Office of Comm. Devlp. – transferred to 0002

CPPJ – Emergency Generator for CPPJ Public Works Building on Hwy 2  
Contract #1415-CLB-0002 Amount - \$14,167 now \$39,167  
Project – standby emergency generator for the CPPJ Public Works Building on Hwy 2  
Status – Bid awarded to Arcco Power Systems of Bossier City, LA for \$27,099 – installed and complete

CPPJ – Pine Hill Water System  
Contract #1516-CLB-0001 Amount \$21,500  
Project – repaint exterior of elevated storage tank located on Hwy 70  
Status – contracts submitted to the State and approved

CPPJ – South Claiborne Water System  
Contract #1516-CLB-0002 Amount \$21,500  
Project – install ATS on emergency generators at well sites  
Status – contracts submitted to the State and approved

2. CWEF Projects

Leatherman Creek Water System  
Contract #1415-CWEF-CLB-0001 Amount - \$25,000  
Project – Repair and rehab of ground storage tank  
Status – Construction complete, applying for reimbursement

3. Sales Tax Collections for April 2018 – net of \$44,726 from gross collections of \$45,873 on taxable sales of \$4,566,782.  
Net sales tax collections for March 2018 – \$47,266 – decrease \$-2,540 (-5.37%)  
Net sales tax collections for April 2017 - \$42,139 – increase \$2,587 (6.14%)

4. Cash position at May 31, 2018 - \$9,046,109  
Cash position at May 31, 2017 - \$9,166,009 (decrease of \$-119,900)  
Cash position at April 30, 2018 - \$8,791,882 (increase of \$254,227)

See Deposit Balances by Institution for breakdown at May 31, 2018 –

5. Total Receipts for the month of May 2018 – \$193,301

6. Upcoming important dates and meetings I plan to attend –

6/12 – Employee Insurance Luncheon - Library  
6/14 – Economic Development Board Meeting  
6/28 – CPHSD#3 Meeting  
7/2 – Committee Meetings  
7/6 – LRPIC Meeting - Monroe  
7/11 – Regular Meeting

\*\*\*\*\*

**Public Comments:**

Dwayne Woodard and Sheriff Ken Bailey, who both serve on the Fireworks of Lake Claiborne Committee, informed those in attendance that the fireworks would be held on June 30<sup>th</sup> this year, due to the 4<sup>th</sup> of July being in the middle of the week. He said the next 4 years, the 4<sup>th</sup> will fall on a weekend. Mr. Woodard also thanked the Claiborne Parish Watershed Members for rocking the top of the dam which also provided better access for the fireworks show.

Upon motion by Rev. Willie Young, duly seconded by Gil Dowies, the meeting was adjourned.

---

Dwayne R. Woodard  
Secretary–Treasurer

---

Scott Davidson  
President