

MINUTES
Of the Regular Meeting, of
The Claiborne Parish Police Jury
10:00 a.m.
July 10, 2024
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 Wednesday the 10th of July 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 21 others in attendance which included, Secretary-Treasurer Dwayne R. Woodard, Parish Co-Road Superintendents Chad Verdin and Brant Cupp, CPSO Sheriff Sam Dowies, CPSO Chief Deputy Brian Driscoll, Director of Libraries Mrs. Pam Suggs, Library Historian Wesley Harris, Parish Digital Navigator Jerry Hillidge, Parish Coroner Dr. Mark Haynes, OPCS Executive Director April Childress, CMMC CEO Tina Haynes, CMMC CFO Mike Fontenot, ROV Tracy Lowrey, Mr. John Monzingo of LSU AG Center, Mrs. Destiny Hightower of the Claiborne Parish 4-H, David Greene of Republic Services, Jimmy Hand with the Sparta Water Commission & Homer Town Council, Homer Fire Chief Tommy Sanders, DART Director Rosalind Penegar, Ms. Velma Calloway of Bernice, and Mr. Mark Crenshaw 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 by Rev. Willie Young, followed by the Pledge of Allegiance led by Paul Cook.

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

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

Consent Agenda

1. Approval of the June 5, 2024, regular meeting minutes as published in the Official Journal.
2. Payment of the June 2024 bills as approved by the Claims Committee.
3. Request from the Town of Homer, in a letter received June 11, 2024, requesting two (2) loads of Cold Mix. This work will be done under the Town's ad valorem tax credit.

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, 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 – Department Heads and Jury Officers have a two (2) hour training requirement.

President Scott Davidson read aloud a notice that the 2025 Parochial Employees Retirement System contribution rates for 2025 have been set-employer contribution rate for Plan A will

decrease to 11.00% (currently 11.50%) and the employee contribution rate for Plan A will remain at 9.50%.

At this time, President Scott Davidson reminded the Jury of the Tentative Schedule of Events for the December 7, 2024, Election Parish of Claiborne (Continuation of the ½ cent sales tax in support of CMMC)

Upon motion by Kevin Gray, seconded by Mark Furlow, the Jury unanimously, by roll call vote, adopted Resolution 2024-014 – A Resolution Ordering and Calling an Election to be Held in the Parish of Claiborne, State of Louisiana, to Authorize the Renewal of a Sales Tax Therein, on Saturday, December 7, 2024. (1/2 cent sales tax in support of CMMC)

The following resolution was offered by Kevin Gray and seconded by Mark Furlow:

RESOLUTION 2024-014

A resolution ordering and calling a special election to be held in the Parish of Claiborne, State of Louisiana, to authorize the renewal of a sales and use tax therein, making application to the State Bond Commission and providing for other matters in connection therewith.

BE IT RESOLVED by the Police Jury of the Parish of Claiborne, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of Claiborne, State of Louisiana (the "Parish"), that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by the Constitution of the State of Louisiana of 1974, including Article VI, Section 29 thereof, the applicable provisions of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the Parish on **SATURDAY, DECEMBER 7, 2024**, between the hours of seven o'clock (7:00) a.m. and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following proposition, to-wit:

**PROPOSITION
(SALES TAX RENEWAL)**

Shall the Parish of Claiborne, State of Louisiana (the "Parish"), be authorized to continue to levy and collect a sales and use tax of 0.5% (the "Tax") in accordance with Louisiana law, for a period of 10 years, commencing May 1, 2025 (an estimated \$880,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), with the avails and proceeds of the Tax (after paying reasonable and necessary costs and expenses of collecting and administering the Tax), to be transferred to the Claiborne Parish Hospital Service District No. 3 (the "District") pursuant to an Intergovernmental Agreement with the Parish and dedicated for the purpose of the District's operation, maintenance and improvement of hospital facilities and equipment for the Claiborne Memorial Medical Center (formerly known as the Homer Memorial Hospital)?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in the official journal of the Parish once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

Notwithstanding the foregoing, prior to the publication of the Notice of Election, the President is authorized and directed to make any amendments to the foregoing proposition that may be required to comply with any state or federal regulatory agencies.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Jury Chambers of the Police Jury Complex, 507 West Main Street, Homer, Louisiana, on **WEDNESDAY, JANUARY 8, 2025**, at **TEN O'CLOCK (10:00) A.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election.

SECTION 4. Polling Places. The polling places for the precincts in the Parish are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make do returns of said election for the meeting of the Governing Authority to be held as provided in Section 3 hereof. All registered voters in the Parish will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary-Treasurer of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the President and/or Secretary-Treasurer of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of Claiborne Parish and the Registrar of Voters of Claiborne Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to continue to levy and collect the sales and use tax provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

SECTION 9. Employment of Counsel. This Governing Authority finds and determines that a real necessity exists for the employment of special counsel on matters related to the special election, and accordingly, Foley & Judell, L.L.P., is hereby employed as special counsel for said purpose for a term not exceeding one (1) year from the date of this resolution. The fee to be paid said special counsel shall be an amount computed at hourly rate based on the Attorney General's then current Maximum Hourly Fee Schedule, not to exceed \$1,000 in the aggregate, together with reimbursement of out-of-pocket expenses, and the Secretary is authorized to pay such invoices as and when presented. The scope of this legal representation does not involve federal claims. This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: (10) Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies and Young

NAYS: (0) None

ABSENT: (0) None

And the resolution was declared adopted on this, the 10th day of July, 2024.

/s/ Dwayne R. Woodard
Secretary-Treasurer

/s/ Scott Davidson
President

President Scott Davidson read aloud a Notice of Special Election – A Notice is Hereby Given that a Special Election will be held with in the Parish on Saturday, December 7, 2024, to authorize to continue the levy and collect a sales and use tax of 0.5% for a period of 10 years. (Renewal of the ½ sales tax in support of CMMC)

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a resolution adopted by the Police Jury of the Parish of Claiborne, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Parish of Claiborne, State of Louisiana (the "Parish"), on July 10, 2024, NOTICE IS HEREBY GIVEN that a special election will be held within the Parish on **SATURDAY, DECEMBER 7, 2024**, and that at the said election there will be submitted to all registered voters in the Parish qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following proposition, to-wit:

**PROPOSITION
(SALES TAX RENEWAL)**

Shall the Parish of Claiborne, State of Louisiana (the "Parish"), be authorized to continue to levy and collect a sales and use tax of 0.5% (the "Tax") in accordance with Louisiana law, for a period of 10 years, commencing May 1, 2025 (an estimated \$880,000 reasonably expected at this time to be collected from the levy of the tax for an entire year), with the avails and proceeds of the Tax (after paying reasonable and necessary costs and expenses of collecting and administering the Tax), to be transferred to the Claiborne Parish Hospital Service District No. 3 (the "District") pursuant to an Intergovernmental Agreement with the Parish and dedicated for the purpose of the District’s operation, maintenance and improvement of hospital facilities and equipment for the Claiborne Memorial Medical Center (formerly known as the Homer Memorial Hospital)?

Said special election will be held at each and every polling place in the Parish of Claiborne, which polls will open at seven o'clock (7:00) a.m. and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541.

The polling places at the precincts in the Parish are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The estimated cost of this election as determined by the Secretary of State based upon the provisions of Chapter 8-A of Title 18 and actual costs of similar elections is \$4,100.

The said special election will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Jury Chambers of the Police Jury Complex, 507 West Main Street, Homer, Louisiana, on **WEDNESDAY, JANUARY 8, 2025**, at **TEN O'CLOCK (10:00) A.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election. All registered voters of the Parish are entitled to vote at said special election and voting machines will be used.

President Scott Davidson read aloud a notice that the Tentative Schedule for the 2025 Board of Review has been scheduled for Wednesday, September 11, 2024, at 10:00 am.

Upon motion by Mary McDaniel, duly seconded by Kevin Gray, the Jury unanimously approved, the CPPJ Hwy Department “hardship” application for Ms. Velma Calloway of 932 Hightower Rd, Bernice, LA.

Upon motion by Gil Dowies, duly seconded by Paul Cook, the Jury unanimously adopted Resolution 2024 – 015 – “A Resolution Adopting the Parish’s Updated Hazard Mitigation Plan” as required by FEMA & GOHSEP.

CPPJ RESOLUTION 2024-015

Claiborne Parish Police Jury, AT THEIR REGULAR MEETING HELD JULY 10, 2024, DID PASS THE FOLLOWING RESOLUTION:

WHEREAS it is the duty of the Claiborne Parish Police Jury recognizes the threat that natural hazards pose to people and property within Claiborne Parish; and

WHEREAS the Parish of Claiborne has prepared a multi-hazard mitigation plan, hereby known as Claiborne Parish Multi Jurisdiction Hazard Mitigation Plan Update of 2024 in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS the Claiborne Parish Multi Jurisdiction Hazard Mitigation Plan Update of 2024 identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Claiborne Parish from the impacts of future hazards and disasters; and

WHEREAS adoption by the Claiborne Parish Police demonstrates their commitment to hazard mitigation and achieving the goals outlined in the Claiborne Parish Multi Jurisdiction Hazard Mitigation Plan Update of 2024.

NOW THEREFORE, BE IT RESOLVED BY THE PARISH OF CLAIBORNE, LOUISIANA, THAT:

Upon a motion by Gill Dowies and duly seconded by Paul Cook this motion was carried and officially adopted by the Claiborne Parish Police Jury meeting in regular session convened on Wednesday, June 5, 2024.

YEAS: Ford, Furlow, Gray, McDaniel, Cook, Davidson, Merritt, Cooper, Dowies, and Young

NAYS: (0) None

ABSENT: (0) None

ABSTAIN: N/A

THEREFORE, the above resolution is hereby adopted by the Police Jury of the Claiborne Parish this 10th day of July 2024 and shall become a part of the official public record.

/s/Scott Davidson, Police Jury President

ATTEST:

/s/Dwayne R. Woodard, Secretary-Treasurer

Upon motion by Kevin Gray, duly seconded by Larry Ford, the Jury unanimously voted on sending a letter of support from the Claiborne Parish Police Jury to Patriot Rail in support for the LNW 286K Upgrade Phase 2 between Gibsland, LA and McNeil, AR.

Upon motion by Rev. Willie Young, Sr., duly seconded by Kevin Gray, the Jury unanimously approved the request from Road Superintendents Brant Cupp and Chad Verdin, to hire Wilbert Buggs as full-time Truck Driver at a starting rate of \$14.50 per hour plus benefits effective with the pay period beginning July 18, 2024. Mr. Buggs will be subject to the Jury’s standard 6-month probationary period. Mr. Buggs has been employed through Manpower.

The Jury will work with Mrs. Tina Haynes to hopefully have a candidate for nominations to the NWLHSD Board to replace Don Pledger at the August meeting. A request from Doug Efferson, Executive Director of the NWLHSD was received in a letter dated June 3, 2024, reminding the Police Jury that they needed to appoint a new representative.

Upon motion by Paul Cook, duly seconded by Kevin Gray, the Jury unanimously tabled the Special Events Permit from Mr. Jack Hightower representing Claiborne Unite Foundation, Inc. for Legends Fest, downtown Homer on Saturday, October 19, 2024.

Upon motion by Gil Dowies, duly seconded by Kevin Gray, the Jury unanimously voted to post a public hearing on the acceptance of Cotton Lane (Parish Road #512) into the Parish Road System for the morning of Wednesday, August 7, 2024, at 9:00 am in the Conference Room.

Upon motion by Joseph Merrit, duly seconded by Paul Cook, the Jury unanimously approved the amended job description for the Executive Director of the CPPJ Office of Community Services. The amended job description brings the parish into compliance with the new FLSA requirements that came into effect on July 1, 2024, and change again on January 1, 2025. This position is now a NON-EXEMPT status position.

At this time Parish Coroner Dr. Mark Haynes gave the Coroner’s Report for the months of May and June.

May 2024 – 19 Deaths: (4) CECs, (10) ER/hospice with (3) requiring autopsies, (3) Other facilities no autopsies, (4) on scene no autopsy, (2) CMMC.

June 2024 – 12 Deaths: (2) CECs, (5) Hospice/hospice, (3) deaths requiring autopsies, (0) other facilities, (1) on scene no autopsy, (3) CMMC.

Dr. Mark Haynes gave an update on the hospital and clinics. He stated that he has seen sporadic COVID cases and no flu cases. Minor issues with the cases of COVID unless the patient had underlying health issues.

Claiborne Memorial Medical Center CEO Tina Haynes told the Jury that CMMC will be adding a new Family Practice Doctor and 2 Nurse Practitioners to their staff.

ITEM #25 – July 10, 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 – Bids received and accepted – Brazos Industries was awarded the bid.
Construction should start this month.

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. Construction should start this month.

3. Sales Tax Collections for May 2024 – net of \$65,488 from gross collections of \$67,391
Net sales tax collections for Apr 2024 – \$59,929 – increase \$5,559 (9.28%)
Net sales tax collections for May 2023 - \$58,791 – increase \$6,697 (11.36%)

4. Cash position on June 30, 2024 - \$11,200,369
Cash position on May 31, 2024 - \$11,171,918 (increase of \$28,451)
Cash position on June 30, 2023 - \$10,508,350 (increase of \$692,019)

See Deposit Balances by Institution for breakdown on June 30, 2024 –

5. Total Receipts for the month of June 2024 – \$357,010.

6. Upcoming important dates and meetings –

- 7/16 – OPCS Board Meeting
- 7/19 – LRPIC Board Meeting - Monroe
- 7/25 – CPHSD #3 Board Meeting
- 7/29 – CP Library Board Meeting
- 7/29 – Tentative date for committee meetings (if needed)
- 7/31 – Agenda items due
- 8/7 – Regularly scheduled meeting
- 8/16 – Adjudicated Property Auction (E&P Consultants)
- 8/22 - CPHSD #3 Board Meeting

Additional Public Comments:

Ms. Velma Calloway thanked the Jury for approving her hardship application.

Mr. John Monzingo of the LSU Ag Center thanked the Jurors for allowing him to plant the flower bed in the back of the Jury Building. He invited everyone to the Livestock Show that will be held October 6th-12th at the Fair Barn om Haynesville.

Mrs. Destiny Hightower with Claiborne 4-H gave a report of the past months with the Claiborne Parish 4H Clubs and LSU Ag Center. Water Fest was held in May of this year for the first time since COVID. There were over 300 Claiborne Parish school kids who attended the event. In June 4-H hosted 2 camps which were attended by 14 youths and 4 children. They also went to 4-H University in Baton Rouge where 10 parish 4-H'ers who attended and competed in various fields.

Mr. Jimmy Hand of the Sparta Water Commission updated the Jury on the ongoing the new MODEL project that the Sparta Commission has been working on which will allow us to see the aquifer level on a better basis. Mr. Hand informed the Jury that when the model is complete that they we will bring it for a demonstration.

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

Dwayne R. Woodard
Secretary–Treasurer

Scott Davidson
President