

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
APPROPRIATIONS NGO COMMITTEE
HELD ON THE 30Th DAY OF MAY, 2023

The Caddo Parish Appropriations NGO Committee met in legal session on the above date, at 12:30 p.m., in the Government Plaza First Floor Conference Room, with Mrs. Gage-Watts, Chairman, presiding, and the following members in attendance: Commissioners Atkins, Burrell, Gage-Watts, Hopkins, Jackson, and Jones (6). ABSENT: None (0).

The invocation was given by Mr. Atkins, and Mr. Hopkins led the Commission in the Pledge of Allegiance.

NEW BUSINESS

- Discuss Details of The Non-Governmental Organization Appropriation Process

Mrs. Gage-Watts indicated that the purpose of the meeting was to discuss the appropriations process, public communications, and the avoidance of budget amendments. Mrs. Gage-Watts suggested all applicants attend the workshop to understand how to do business with Caddo Parish and to set an application submission date. Mrs. Barnett explained the revenue loss of the Riverboat Fund during Covid and the estimated budget of the Riverboat Fund for the year. The Committee reviewed the Riverboat Fund budget and the total allocated appropriation amount. Answering Mrs. Gage-Watts, Mrs. Barnett addressed that no funds are sent to NGOs until the CEA has been completed and Mrs. Bryant indicated that the Administration and Finance are working with NGOs to complete their CEAs. Mrs. Barnett indicated that Mrs. Jalisa Thomas, Grants Administrator, sends reminders to NGOs for CEA. Answering Mr. Jones regarding penalties of NGOs not meeting the deadline, Mrs. Bryant advised that the Administration communicates that to the Commission which NGOs were not compliant. Mrs. Thomas indicated that the last reminder to NGOs to complete the appropriation process was May 1, 2023. Mr. Jackson clarified that a current year CEA is required for the 2023 allocated funds to be dispersed. Mrs. Thomas explained that the NGOs would receive an award letter with a fact sheet that includes Parish Finance and Legal Department's contact information and the appropriation process steps.

Mrs. Gage-Watts moved to set a date to open the application process. Mrs. Barnett suggested opening the NGO applications for July 21, 2023. Mrs. Bryant advised that the NGOs would receive a link to apply. Mr. Atkins requested that Finance provide the Committee members a copy of the fact sheet. Mrs. Gage-Watts announced that the Committee members would receive a folder that includes the 2024 NGO request list. Mrs. Barnett requested for one month to allow staff to receive applications and compile data into a list for the Committee. Answering Mr. Jackson about discontinuing the link application, Mrs. Bryant and Dr. Wilson discussed the expectation of an open application process. Mrs. Barnett explained the difference between an open application and a closed application. Mrs. Gage-Watts suggested over-communicating the application process.

The Clerk advised that in a previous NGO Committee meeting that a motion to send the NGO application to any recipient from the last three application cycles had failed and no other discussion was made regarding an open application process.

Mrs. Bryant requested that the Committee hold a meeting to determine any changes to the 2025 NGO application process. Mr. Jones discussed removing NGOs that failed to complete the process in prior years to allow consideration of NGOs new to the application process.

It was **moved by Mr. Jackson**, seconded by Mr. Jones, *to provide the NGO application link to the NGO recipients from the last three years.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Gage-Watts, Hopkins, Jackson, and Jones (6). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

It was **moved by Mr. Jackson**, seconded by Mrs. Gage-Watts, *to open NGO applications on June 5, 2023 and close NGO applications July 21, 2023.* Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Gage-Watts, Hopkins, Jackson, and Jones (6). NAYS: None (0). ABSENT: None (0). ABSTAIN: None (0).

Mrs. Thomas discussed the scheduling of the grant workshop. Mrs. Gage-Watts requested that Mrs. Thomas provide the Committee members the dates that the grant workshops are scheduled.

The Chair called the next NGO Appropriations Committee Meeting on August 21, 2023 at 12:30 p.m.

There being no further business to come before the Commission, the meeting adjourned at 1:20 p.m.

/s/ Linda J. Montgomery_____
Linda J. Montgomery
Administrative Specialist I