

**CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
SPECIAL MEETING AGENDA
January 18, 2024
2:00 P.M.
Streaming at www.facebook.com/parishofcaddo**

1. ROLL CALL:

Commissioners:

Kracman	District 1	Gage-Watts	District 7
G. Young	District 2	Blake	District 8
Thomas	District 3	Atkins	District 9
J.P. Young	District 4	Cothran	District 10
Burrell	District 5	Lazarus	District 11
Vacant	District 6	Epperson	District 12

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

4. CITIZENS COMMENTS:

Citizens who wish to address the Commission, please fill out a comment card by clicking [HERE](#) and submit to the Commission Clerk's Office, or they may fill out a comment card located in the Chamber foyer and return to the President of the Clerk of the Commission. Individual comments are limited to 3 minutes.

NOTE: Citizens who wish to address the Commission on matters relative to public hearings (items listed on the agenda only) will be limited to a cumulative total of 15 minutes each, for or against an issue. Those who wish to speak or make a presentation are asked to select their speakers and address the points they wish considered with this limitation in mind.

5. NEW BUSINESS:

5.I. SELECTION OF INTERIM MEMBER FOR DISTRICT 6

Those who submitted applications are listed below and the precinct where they are registered to vote is noted parenthetically.

Mavice Thigpen (PCT 5-11) (Withdrawn by applicant)

Francine Brown (PCT 6-6)

Handy Giles, Sr. (PCT 6-7)

Documents:

[FMB D6 RES REDACTED.PDF](#)

[HRG D6 RES REDACTED.PDF](#)

5.II. SWEARING-IN OF NEW CADDO PARISH COMMISSIONER, DISTRICT 6
Oath of Office administered by Caddo Parish Clerk of Court Mike Spence

(Caddo Parish Commission- District 6)

6. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.

Francine Brown

Shreveport, LA 71108

[REDACTED]

[REDACTED]

PR/ COMMUNITY CATALYST/ PROJECT MANAGER/ GRANT WRITER

I'm a people's person and "tech enthusiast" with over 7 years of experience as a well-known community activist, business developer, organizer with cultivated business and governmental contacts to forge significant sustainable impacts that benefit the community as whole for years to come; Devised programming initiatives with non-profits, neighborhood organizations, civic and governmental organizations.

Work Experience

BUSINESS DEVELOPER/ COLLABORATOR

Seniors First, Inc. - Shreveport, LA

January 2017 to Present

- Demonstrated ability to support business outcomes, manage risk, and improve customer experience through project management best practices.
- Established partnerships with Shreveport Parks and Recreations, Community Renewal International Haven House, Friendship

Houses, LSU-S Agricultural Dept, STEM NOLA, Community Action Agency, Family Helping Families, LSU/Ochsner, Goodwill Industries, Pelican Bayou Counseling Agency, Shreve Memorial Library, Surge Entertainment, Loving Little Ones, Shreveport Regional Arts Council, KSLA Channel 12, KTBS Channel 3, FOX/KMSS Channel 6, and ALPHA Media.

State Manager/ Operational Director

United States Dept. of Commerce - Shreveport, LA

December 2019 to August 2022

- Devised and carried out Detailed Operational Plans (DOPs) accompanied by a Business Process Model with outlined activities, resources, and key milestones.
- Planned, devised, directed, and controlled daily operations to over 20 office staff, 30 field supervisors, and hundreds of enumerators; Led enumeration training in all 64 Louisiana parishes.
- Organized and maintained financial records.

- Executed Financial transactions.
- Recorded journal entries.
- Posted ledger transactions.
- Conducted SLA; Led field data Geo-mapping; Proficient in Microsoft Word.
- Executed onboarding using the HRIS; Approved employee hours and payroll; Organized training sites and onboarding.
- Demonstrated ability to support business outcomes, manage risk, and improve customer experience through project management best practices.
- Managed several hundred field operations staff at peak times.
- Disseminated data analysis and interpretation to form organizational forecast.

Education

Bachelor of Science in Interdisciplinary Studies/ Psychology
Southern University and A&M College - Baton Rouge, LA
October 2017 to May 2019

Associate of Science in Accounting
Southern University at Shreveport - Shreveport, LA

Associate of Science in Business Management
Southern University at Shreveport - Shreveport, LA

Skills

- Fundraising
- Supervisory Experience
- Grant writing
- Project Management
- Travel Oriented
- Writing Skills
- Team Management
- Strategic Planning
- Business Development

- Event Planning
- Research
- Excellent Communication Skills
- Computer Networking
- Customer Relationship Management
- Marketing/PR
- Accounting
- Payroll
- Office Management
- Public Speaker
- Bank Reconciliation
- Professional in Human Resources (4 years)
- Budgeting
- GAAP
- Financial Report Writing
- Time Management

Hyper Links (Testimonial Videos/Printed Publications)

[SB Women in Business \(2022\)Monro Brown SB Profile](#)

[Shreveport Times Editorial by Prentiss Smith](#)

[2022 Pre-Juneteenth Celebration organized by Francine “Monro” Brown](#)

[Monro Brown COVID-19 PSA](#)

[Pam Atchison Professional Artist Review](#)

Certifications and Licenses

AED Certification

February 2022 to February 2024

First Aid Certification Present**CPR Certification**

February 2022 to February 2024

TBRI Certification (Trust Based Relational Intervention)

July 2018 to Present

Crisis Intervention

May 2016 to Present

Handy R. Giles, Sr.,

[REDACTED]
Shreveport La. 71108
Phone: [REDACTED] Mobile
Email: [REDACTED]

OBJECTIVE: Fill in temporary with the Caddo Parish Commission and perform other duties as needed.

QUALIFICATIONS:
Dependable, Community Leader, Interpersonal Skills, Detailed Oriented, Multi-task

EDUCATION:
2011-2012 Honorary Doctoral Degree, Inter-Baptist Theological Seminary
2009-2011 Doctoral of Divinity Degree, Inter-Baptist Theological Seminary
2007-2009 Masters of Arts in Theology, Inter-Baptist Theological Seminary
2003-2007 Bachelor of Arts in Theology, Inter-Baptist Theological Seminar
1998-1999 Louisiana Technical College, Master Barber
1988-1991 Southern University, General Studies, Allied Health
1984-1988 Booker T. Washington High School

EMPLOYMENT:
2000-Present Business Owner, Master Barber, G-Styles Barber

2008-Present Pastor of Saint Mary B. C., Westdale, Louisiana

2006 – 2016 Pastor of Paradise B. C., Hosston, Louisiana

References Available Upon Request