

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL, POLICIES & PROCEDURES COMMITTEE
HELD ON THE 16TH DAY OF SEPTEMBER, 2024

The Caddo Parish Personnel, Policies, & Procedures Committee met in legal session on the above date at 1:30 p.m. in the Government Plaza Chambers Conference Room, with Mrs. Grace Anne Blake presiding, and the following members in attendance: Commissioners Blake, Cothran, Epperson, Thomas, and J. Young (5). ABSENT: None (0).

Mr. Cothran gave the invocation, and Mr. Epperson led the Committee in the Pledge of Allegiance. There were no Agenda Additions nor Public Comments, so the Committee moved onto New Business.

NEW BUSINESS

- *Discussion of By-Law update process*

Mrs. Blake would like to set up meeting dates that coincide with the Charter Review since this goes hand-in-hand. She also explained that the By-Laws were reviewed and updated in 2022. She asked that the Clerk, Administration, and committee members to submit ideas that they would like to discuss.

Mr. Epperson suggested that the committee members review the By-Laws and jot down any ideas or suggestions they may have.

Mr. Cothran wanted to know if the IDB was inclusive and follow the By-Laws. The Clerk of the Commission said that they are not. He did point out that the sub-committees, such as this committee, are mentioned in the By-Laws though. Mr. Epperson agreed and said that these By-Laws are for how the Commission operates.

Mr. Thomas would like to propose a 4:30 meeting for staff and the public.

Mr. J. Young suggested that the committee peruse Article 12 with regards to the travel policy. He suggested to consider utilizing the new staff position in Administration, the Government Liaison Officer, to take over the travel arrangements for Commissioners. He said that this would be taken off the Clerk's Office.

The Clerk of the Commission mentioned that the travel policy mentions having all final travel plans 45 days in advance. He said that this was unrealistic.

Mrs. Blake would like to have the By-Laws be gender neutral.

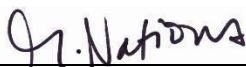
Mrs. Blake would also like to clean up the process on the agenda. She suggested removing one of the Communiques. Mr. Thomas said that it is confusing that it is on the agenda twice. Attorney Frazier pointed out that the two sections of Communiques and two sections of Citizens Comments is a recent addition to the By-Laws. Mr. Epperson agreed and said that Citizens Comments and Communiques were put at the top of the agenda.

Mr. J. Young talked about the Consent Agenda. The Clerk of the Commission said that the Commissioners use the Consent Agenda on the Work Session, not the Regular Session. He further explained that the Consent Agenda is typically held for non-controversial items. The Clerk advised that this body uses this section as a reminder for what's on the next agenda.

Mrs. Blake suggested having the draft agenda on Mondays, not Thursdays. Attorney Frazier said that the biggest issue is having the Commissioners submit their items on time, then having it ready for the Clerk's Office. Attorney Frazier also mentioned that there is a deadline mentioned in the By-Laws, but the Commissioners would have to abide by that deadline.

The next meeting was scheduled for October 31, 2024 at 2:30 p.m.

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m.



Michelle Nations
Assistant to the Commission Clerk