

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL, POLICIES & PROCEDURES COMMITTEE
HELD ON THE 31st DAY OF OCTOBER, 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, and Thomas (5). ABSENT: Commissioner J. Young (1).

Mr. Thomas 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

- *Continued By-Law discussion*

Mr. Epperson asked for an update on the Charter Review Committee. The Clerk of the Commission advised that the review of the Charter has been completed, and now they are looking for any recommendations that they would like to forward to the full body. Attorney Frazier agreed. Mr. Walker said that there were some recommendations from the last Charter Review that could be put on the ballot, but now major changes.

The Clerk of the Commission advised that there are some travel changes that could help the Commission Clerk's Office. He also said that there was a recent change with adding another permanent sub-committee of the Commission.

Mr. Thomas suggested changing the Commission meeting times.

Mrs. Blake would like the document to be gender neutral.

Mr. Cothran would like to have bullet points summarizing each sub-committee.

Mrs. Blake said that parents are still picking up their children at the meeting start time. Mr. Thomas is suggesting that the start time be 4:30 p.m. with the possibility of staff coming in late or have an early day on Fridays. Mr. Walker said that Directors and Assistant Directors are exempt of overtime.

Mr. Epperson said that irrespective of what time the Commission meetings start, people will come to meetings that interest them. He also said that he tried to get the State Legislature pass a Leave of Absence policy for elected officials to attend official meetings, but to no avail. He also pointed out that the agenda for the year is sent out at the beginning of the year.

Mr. Cothran said that there have been several visitors in recent meetings. He said that the meat of the meeting is 20-30 minutes, but the visitors take up an hour to an hour and a half, so the meetings last over 2 hours. He suggested limiting the number of visitors.

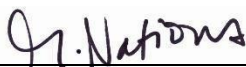
Mrs. Blake suggested making a calendar for Commissioners to submit Special Resolutions and Proclamations. Mr. Epperson mentioned that Special Resolutions could be given during events in the community without coming before the Commission.

Mr. Thomas suggested abbreviating the Special Resolutions. He also said that this is difficult to navigate because they should not limit who the Commission recognizes.

The Clerk of the Commission suggested a form on the website that the Commission could fill in the information. Mr. Epperson said that presenting Special Resolutions within the community and having it submitted to the record could be a way to shorten the visitors times.

The Clerk of the Commission will provide a copy of the By-Laws to the full Commission body to peruse and make suggestions to the Personnel Policies and Procedures Committee.

There being no further business to come before the Committee, the meeting was adjourned at 3:21 p.m.



Michelle Nations
Assistant to the Commission Clerk