

MINUTES OF THE MEETING OF THE  
CADDO PARISH COMMISSION'S  
APPROPRIATIONS COMMITTEE  
HELD ON THE 25<sup>TH</sup> DAY OF FEBRUARY, 2026

The Caddo Parish Appropriations Committee met in legal session on the above date at 11:30, a.m., in the Government Plaza Chambers, with the following members present constituting a quorum: Commissioners Atkins, Burrell, Thomas, G. Young, J. Young (5). ABSENT: None.

Mr. J. Young gave the invocation, and Mr. Atkins led the Committee in the Pledge of Allegiance.

There were no Public Comments nor Agenda Additions, so the Committee moved onto New Business.

**NEW BUSINESS**

- *Introductory Discussion of the Committee's role to include sharing of goals for the year, format of discussions, possible distribution of information to be considered for future discussions.*

*Caddo Commission Bylaws define the Appropriations Committee in this way: Appropriations Committee: To this committee shall be referred legislation relating to the following subjects: appropriation of parish funds from the Riverboat Fund; the creation or modification of any special fund in the parish treasury to which proceeds from parish taxes, fees, or other charges are dedicated; budgetary requirements and procedures; comprehensive parish capital budget.*

Commissioner Victor Thomas expressed gratitude to administration for their work in the process of awarding appropriations. He asked Administrator Erica Bryant to provide an update and general timeline on the awarding of funds. Mrs. Bryant deferred to Parish Attorney Donna Frazier to explain. Mrs. Frazier explained that they are currently trying to finish clearing new awardees and that they should have all of the Cooperative Endeavor Agreements for the organizations which are cleared by the end of the next week. She explained they may have some organizations which are not cleared come back before the Commission to modify what they are requesting. She also explained that organizations which have not completed reporting from last year or prior years are not eligible to receive a Cooperative Endeavor Agreement for 2026 until they complete their reporting. She explained that the reports are first reviewed by finance then a legal review is completed. After that, either more information is requested to clear the report or if they are cleared, the agreement is prepared and sent out. She explained that once an organization signs the CEA, it is then reviewed by all of the departments, then signed and filed in the clerk's office, after which the organization will be sent the completed document and they can request the first draw down of funds. She said if an organization has completed their information, they should be getting something within the next 30 to 45 days. Commissioner John Atkins asked Mrs. Frazier if the CEA was the end of the process before an organization could begin receiving funds. Mrs. Frazier answered that she views the CEA as the beginning of the process. She said it is the end of the process from previous years, where the parish makes sure that reports for prior years are complete and correct. Once that is done, the CEA is prepared to begin funding for 2026. Mr. Atkins asked if the new request for 2027 funding would come in June. Mrs. Frazier said that is correct. Commissioner Roy Burrell asked Mrs. Frazier if the Commissioners could receive documentation as to how the process works. Mrs. Frazier said that would not be a problem. Commissioner John Paul Young asked for clarification if each CEA went through every department for review. Mrs. Frazier explained that each CEA starts in the legal office, then is reviewed by finance and the sub-department of purchasing, then goes back to legal for signatures, and then goes to administration.

Mr. Burrell asked if there were a way to create a temporary funding method for organizations which have time-sensitive needs for funding during the first quarter of the year. Mrs. Frazier said that she would recommend that they should tell organizations to expect not to receive funds until after

the first quarter. She explained that the Parish should not be the sole funding source for these organizations. She also explained that finance has to close books from last year by the 31<sup>st</sup> of March, which is an arduous process, and she does not think it would be sustainable to add another process. Mrs. Bryant added that if they advance money to an organization before they have passed the proper processes could cause issues with organizations not being able to pay those funds back. Mr. Burrell said that he can see situations where they could be more flexible. Mrs. Bryant said that flexibility could cause issues when they have to be in compliance with their rules and guidelines. Mr. Thomas said that he has a potential solution that Mr. Burrell may be favorable to. He asked Grant and Project Coordinator Jalisa Thomas for the total number of organizations receiving funding. She answered that there are 69 organizations. Commissioner Gregory Young said that he believes they must remain committed to a standard of quality. He said he would like to discover ways which they may employ some flexibility, but he will not support lowering standards for awardees. He explained that they award funds to organizations which have conveyed that they are accountable and competent. He explained further that they have put forward these qualifications to filter out those who otherwise should not be eligible for funding. Mr. Atkins said that because they are using taxpayers' money, they need to make sure they follow processes to ensure that funds are properly allocated and used. He explained that part of their guidelines is that the Parish will not be the only funding source for these organizations. Mr. Burrell clarified that he is not recommending appropriation of funds to any organization which does not have their proposal properly done. He said that they should have some flexibility regarding time-sensitive initiatives by organizations which have good track records. Mr. G. Young said that if there are dubious aspects of the process, then those aspects should be removed, but he has not observed an occasion in which frivolous obstacles have been put in the way of qualifying for funds. He said that it is imperative that pertinent criteria are applied.

Mr. Thomas said that he would like to propose a series of meetings in which 5 to 10 organizations would come before the Committee. He said he would like to start with organizations which have received funds previously and those which have received the most funding. He said he thinks it is important to hear from those organizations first and work their way down to others before making decisions for 2027. Mr. Atkins said it would be good for the community to hear from these groups, but it will be important to have discipline regarding the length of the discussions. He and Mr. Thomas agreed that there should be a certain format that the organizations follow in their presentations. Mr. Thomas explained that he would not like to start this process while administration is still processing CEAs, so they should begin in April. Mrs. Bryant said that they should schedule all 2026 awardees to come before the Committee. Mr. Thomas confirmed that they would do so, but that he wants to start with the organizations who received awards previously and those who received the largest awards. Mr. G. Young said that it would also be helpful to put time limits on the comments and questions by Commissioners during these presentations. Mr. Thomas proposed that they limit questions to Committee members and limit those to one question and a follow up. Mr. G. Young said there may be a scenario in which there is only one Committee member wishing to ask questions. Mrs. Bryant asked if they could have specific dates for these presentations. Mr. Thomas proposed April 6<sup>th</sup>, 8<sup>th</sup>, 20<sup>th</sup>, and 22<sup>nd</sup> beginning at 11:00, a.m., as the initial dates for the meetings.

It was **moved by Mr. Thomas**, seconded by Mr. J. Young, *to have a series of meetings on April 6<sup>th</sup>, 8<sup>th</sup>, 20<sup>th</sup>, and 22<sup>nd</sup> at 11:00, a.m., for presentations from NGO applicants.* The motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Thomas, G. Young, J. Young (4). NAYS: None (0). ABSENT: Commissioner Burrell (1).

There being no further business to come before the Committee, the meeting was adjourned at 12:17, p.m.



Clayton McGee  
Administrative Specialist

