

The Jackson Parish Police Jury met in regular session on Tuesday, September 19, 2023, at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Keith Burris. Absent: none. Also present: Mr. Brad Roller, Operations Manager; Mr. Wayne Anderson, Road Superintendent; and Mr. Robin Sessions, Solid Waste Superintendent.

The President, Mr. Culpepper, called the meeting to order. Ms. Magee gave the invocation and Mr. McCarty led in the recitation of the Pledge of Allegiance.

Motion by Ms. Magee, second by Mr. McCarty to amend the agenda to include consideration and approval of Change Order #1 on the 2023 Road Program Contract 1; consideration and approval of substantial completion for 2023 Road Program Contract 1; consideration and approval of a discount on the cost of rental of the Sunshine Room by Jackson Parish Correctional Center for the purpose of training new employees; consideration and acceptance of the resignation, effective September 29, 2023, from Ms. Andrea Donaldson, Health Unit Clerk and approval of posting for the vacant position of Health Unit Clerk; and consideration and approval for a report of the Jackson Parish Museum by Ms. Barbara Johnson. Motion carried and the items were added to the agenda as numbers 19a., 19b, 25, 26, and 27, respectively.

The President opened the floor for public comments. Ms. Wilda Smith, Museum Board member discussed a Christmas tree on the Courthouse lawn for this year. Mr. Todd Lamkin discussed the excessive speeding of vehicles on Lamkin Road and the dangers associated with speeding on the road.

The President moved to the approval of minutes.

Motion by Ms. Magee, second by Mr. Chatham to adopt the minutes of the August 15, 2023, Regular Meeting and the August 23, 2023, Special Called Police Jury Meeting, monthly purchase orders, and the payment of all bills. Motion carried.

The President moved to Committee Reports.

Motion by Ms. Cowans, second by Ms. Magee to adopt the following minutes from the September 14, 2023, Personnel Committee meeting. Motion carried.

*Personnel Committee  
September 14, 2023*

*The Personnel Committee met Thursday, September 14, 2023, at 4:30 PM in the Nathaniel Zeno, Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Mr. John McCarty. Absent: Mr. Keith Burris. Also present: Mr. Brad Roller, Operations Manager.*

*The Chairman, Mr. McCarty, called the meeting to order.*

*The meeting was called to order by Mr. McCarty, Chairman. Mr. McCarty gave the invocation and Mr. Chatham led the recitation of the Pledge of Allegiance.*

*Mr. McCarty called for public comments and there were none.*

*Motion by Mr. Chatham, second by Mr. McCarty to amend the agenda to include extending Charles Robertson's time period to obtain his class A CDL; giving the Secretary-Treasurer authority to approve employee's travel if it excludes overnight stay and employee is using a Police Jury vehicle; and allowing the Operations Manager, Road*

*Superintendent, and Solid Waste Superintendent to use computer laptop for clocking in/out in lieu of using the biometric time clock. Motion carried unanimously and the items were added to the agenda as #4, #5, and #6, respectively.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury for the following employees to be moved to permanent employment status at conclusion of their 60-day probationary period: Wayne Anderson on 9/13, Todd Brazil on 9/27, and Teressa Johnson on 10/4. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to extend Kelvin Calahan's employment through October 7, 2023, for disability retirement purposes. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to advertise for the General Laborer - Grounds Keeper position in the Maintenance Department. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to extend Charles Robertson's time period to obtain his class A CDL. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to give the Secretary-Treasurer authority to approve employee's travel if it excludes overnight stay and employee is using a Police Jury vehicle. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to allow the Operations Manager, Road Superintendent, and Solid Waste Superintendent to use computer laptop for clocking in/out in lieu of using the biometric time clock. Motion carried.*

*Motion by Mr. Chatham, second by Mr. McCarty to adjourn. Motion carried.*

Motion by Ms. Rowe, second by Ms. Cowans to approve moving the following employees to permanent employment status at conclusion of their 60-day probationary period: Wayne Anderson on 9/13, Todd Brazil on 9/27, and Teressa Johnson on 10/4. Motion carried.

Motion by Mr. McCarty, second by Mr. Chatham to approve extending Kelvin Calahan's employment through October 7, 2023, for disability retirement purposes. Motion carried.

Motion by Mr. Burris, second by Ms. Cowans to approve advertising for the General Laborer - Grounds Keeper position in the Maintenance Department. Motion carried.

Motion by Mr. Chatham, second by Mr. Burris to approve extending Charles Robertson's time period to obtain his class A CDL. Motion carried.

Motion by Mr. Chatham, second by Ms. Rowe to approve giving the Secretary-Treasurer authority to approve employee's travel if it excludes overnight stay and employee is using a Police Jury vehicle. Motion carried.

Motion by Mr. Chatham, second by Mr. Burris to approve allowing the Operations Manager, Road Superintendent, and Solid Waste Superintendent to use computer laptop for clocking in/out in lieu of using the biometric time clock. Motion carried.

Motion by Ms. Cowans, second by Mr. Chatham to adopt the following minutes from the September 14, 2023, Buildings & Grounds Committee meeting. Motion carried.

*Buildings & Grounds Committee  
September 14, 2023*

*The Buildings & Grounds Committee met Thursday, September 14, 2023, at 5:15 PM in the Nathaniel Zeno, Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper and Ms. Tarneshala Cowans. Absent: Mr. Keith Burris. Also present: Mr. Brad Roller, Operations Manager.*

*The meeting was called to order by the Chair, Ms. Tarneshala Cowans.*

*The Chair opened the floor for public comments. There were no public comments.*

*The Chair called for action items.*

*Motion by Mr. Culpepper, second by Ms. Cowans to recommend the police jury approve the quote from Dodson Enterprises for the Museum drainage issue. Motion carried.*

*Motion by Mr. Culpepper, second by Ms. Cowans to recommend the police jury approve the quote totaling \$2,650 from Trevor Hall for power washing the first floor of the Courthouse. Motion carried.*

*Motion by Mr. Culpepper, second by Ms. Cowans to recommend the police jury authorize the Operations Manager to post and maintain the properties located at 1218 Hickory Street, Hodge, LA and 1723 Brown Avenue, East Hodge, LA. Motion carried.*

*Motion by Mr. Culpepper, second by Ms. Cowans to adjourn. Motion carried.*

*Motion by Ms. Rowe, second by Mr. McCarty to approve the quote of \$7,500 from Dodson Enterprises for the Museum drainage issue. Motion carried.*

*Motion by Ms. Cowans, second by Mr. Chatham to approve the quote totaling \$2,650 from Trevor Hall for power washing the first floor of the Courthouse. Motion carried.*

*Motion by Ms. Rowe, second by Ms. Cowans to authorize the Operations Manager to post and maintain the properties located at 1218 Hickory Street, Hodge, LA and 1723 Brown Avenue, East Hodge, LA. Motion carried.*

*Motion by Mr. Chatham, second by Mr. Burris to adopt the following minutes from the September 15, 2023, Finance Committee meeting. Motion carried.*

*Finance Committee  
September 15, 2023*

*The Finance Committee met Friday, September 15, 2023, at 12:15 PM in the Nathaniel Zeno, Jr. Meeting Room, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Amy Magee, and Mr. John McCarty. Absent: none. Also present: none.*

*The meeting was called to order by the Chair, Mr. Todd Culpepper. Ms. Magee gave the invocation and Mr. McCarty led in the recitation of the Pledge of Allegiance.*

*The Chair called for public comments. There were no public comments.*

*The Committee discussed the status of the 2022 audit.*

*Motion by Ms. Magee, second by Mr. McCarty to recommend the Police Jury place the funds in the Landfill Closure Fund into a 40 month Certificate of Deposit Special at Jonesboro State Bank. Motion carried.*

*Motion by Ms. Magee, second by Mr. McCarty to adjourn. Motion carried.*

Motion by Mr. Burris, second by Mr. Chatham to place the funds in the Landfill Closure Fund into a 40-month Certificate of Deposit Special at Jonesboro State Bank. Motion carried with Ms. Magee recusing herself due to conflict of interest.

The President called for monthly management reports.

Mr. Brad Roller, Operations Manager presented the August 2023 Operations Manager Report.

Mr. Wayne Anderson, Road Superintendent, presented the August 2023 Road report noting that \$1,576.98 had been spent on emergency call-outs/off-schedule work. Motion by Ms. Rowe, second by Mr. Burris to accept the August 2023 emergency call outs/off-schedule report. Motion carried.

Mr. Robin Sessions, Solid Waste Superintendent presented the July 2023 Solid Waste report.

Mr. Emmett Gibbs, Secretary-Treasurer gave a report on the August 2023 financial statements.

The President moved on to Other Business.

Mr. Paul Riley, Parish Engineer gave an update on the 2023 Road Program Projects.

Motion by Mr. McCarty, second by Mr. Chatham to approve Change Order #1 on the 2023 Road Program Contract 1. Motion carried.

Motion by Mr. Burris, second by Ms. Rowe to approve the Substantial Completion for the 2023 Road Program Contract 1. Motion carried.

### **ORDINANCE #2023-09-01**

An ordinance amending Section 3 of the Code of Ordinances of Jackson Parish, Louisiana relating to the imposition of taxes upon the sale at retail, the use, the lease or rental, the consumption, and storage for use or consumption of tangible personal to provide a temporary exemption from such taxes for certain machinery and equipment, to provide an effective date for said ordinance; and otherwise to provide with respect there to.

WHEREAS, The Jackson Parish Police Jury finds it to be in the public interest for economic development for our parish with our number one employer in our parish to temporarily exclude WestRock Paper Mill from sales and use tax levied by the Jackson Parish Police Jury for the remainder of Woodyard Project starting on September 1, 2023; and

WHEREAS, such an exclusion from sales and use taxes is consistent with the provision on Act 1 of the first extraordinary session of the 2004 Louisiana Legislature.

#### Section 1

Code of ordinances of Jackson Parish, Louisiana reference sales and use tax is hereby amended by the following paragraph. It is the intent of this amendment to the ordinance to grant WestRock a suspension of paying sales and use tax for the remainder of the Woodyard Project as authorized by La. R.S. 47.337.10 L, or other applicable state statutes. The existing sales and use tax being a four-tenths of one percent and a six-tenth of one percent

was voted by the parish on April 20, 1986 and has been renewed every 10 years. This exemption is only for the Woodyard Project only.

Section 2

The effective date of this ordinance shall be September 1, 2023, and shall remain in full force and effect until the completion of the Woodyard Project.

Section 3

If any section, paragraph, sentence, clause and/or phrase of this ordinance or the application thereof is declared unconstitutional, unenforceable or invalid by the valid judgment of any court of competent jurisdiction such unconstitutionally, unenforceable or invalidity shall not affect any of the remaining sections, paragraphs, sentences, clauses and/or phrases of this ordinance, since the same would have been enacted by the Jackson Parish Police Jury without the incorporation in this ordinance of any such unconstitutional, unenforceable or invalid section, paragraph, sentence, clause or phrase to that end, the provisions of this ordinance are hereby declared severable.

Section 4

All other ordinances, or any parts thereof which are in conflict with the provision of this ordinance are hereby repealed.

The above and foregoing ordinance was introduced by Ms. Magee who moved its adoption. The motion was seconded by Mr. Burris and after having been considered by sections was adopted by sections and as a whole by the following yeas and nays vote.

YEAS: District 1, District 2, District 3, District 4, District 5, District 7.

NAYS: None.

ABSENT: None.

RECUSE: District 6 due to conflict of interest.

Whereupon, the ordinance was declared and adopted on this 19<sup>th</sup> day of September, 2023.

Motion by Ms. Magee, second by Mr. Chatham to approve the Issuance of the Quietus on the 2022 Tax Roll. Motion carried.

Motion by Ms. Rowe, second by Mr. Chatham to uphold and affirm the 2023 tax assessment as presented by the Tax Assessor. A roll call vote was taken:

District 1 – Yea, District 2 – Yea, District 3 – Yea, District 4 – Yea, District 5 – Yea, District 6 – Yea, District 7 – Yea.

Yeas:	7
Nays:	0
Absent:	0
Abstaining:	0

Motion by Ms. Rowe, second by Ms. Cowans to adopt the FY 24/25 LCDBG Program policies and resolutions: Citizen Participation Plan and Resolution and Procurement Policy and Resolution. Motion carried.

## **CITIZEN PARTICIPATION PLAN**

The Jackson Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Jackson Parish Police Jury shall:

1. Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
2. Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
3. Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
4. Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
5. Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
6. Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances. Written minutes of the hearings and an attendance roster will be maintained by Emmett Gibbs, Secretary Treasurer.

### **PUBLIC HEARINGS**

Notices informing citizens of any public hearings will appear in the official journal of the Jackson Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in the Parish Hall and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

**1. APPLICATION:**

**First Notice/Public Hearing**

A. The public hearing to address LCDBG application submittal will be held approximately Seven calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

1. The amount of funds available for proposed community development;
2. The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
3. The plans of the Jackson Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Jackson Parish Police Jury to persons actually displaced as a result of such activities; and
4. The Jackson Parish Police Jury prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Jackson Parish Police Jury  
160 Industrial Drive  
Jonesboro, LA 71251

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a five-day notice is received by the Jackson Parish Police Jury.

**Second Notice**

A. Seven calendar days, at a minimum, prior to the submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

1. Proposed submittal date of the application;
2. Proposed objectives;
3. Proposed activities;
4. Location of proposed activities;
5. Dollar amount of proposed activities; and
6. Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

Jackson Parish Police Jury  
160 Industrial Drive  
Jonesboro, LA 71251

Negative comments received will be forwarded immediately to the State's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

## II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

## III. GRANTEE PERFORMANCE

The Jackson Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately Seven (7) calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the 2024/2025 LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a Seven day notice is received by the Jackson Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend. The hearing will be held no sooner than five calendar days from the publication date of said notice.

## CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development  
Division of Administration  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- A. The application description of needs and objectives is plainly inconsistent with available facts and data;
- B. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- C. The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

## BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Jackson Parish Police Jury will provide an interpreter for dissemination of information to them providing they are given sufficient notification of Five day(s).



## **TECHNICAL ASSISTANCE**

Technical assistance may be provided directly by the Jackson Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the with at least a one-week notification. The persons who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

## **TIMELY ACCESS AND ADEQUATE INFORMATION**

The Jackson Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the Jackson Parish Police Jury, Monday thru Friday, 8:00 a.m. to 4:00 p.m. Such documents may include the following:

- A. All meetings and promotional materials.
- B. Records of hearings and meetings.
- C. All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- D. Copies of the regulations (Consolidated Plans or Annual Action Plans) concerning the program.
- E. Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

## **CITIZEN COMPLAINT PROCEDURE**

### **SECTION 1**

It is the policy of the Jackson Parish Police Jury to review all complaints received by the Jackson Parish Police Jury.

### **SECTION 2**

The following procedures will be followed on all complaints received by the Jackson Parish Police Jury:

- A. The complainant shall notify the Parish Secretary Treasurer of the complaint. The initial complaint may be expressed orally or by written correspondence.
- B. The Parish Secretary Treasurer will notify the President or designated representative of the complaint within five working days.
- C. The President will investigate the complaint and will report the findings to the Parish Secretary Treasurer within five working days.
- D. The Parish Secretary Treasurer will notify the complainant of the findings of the President in writing or by telephone within five working days.
- E. If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Secretary Treasurer who will forward the complaint and all actions taken by the President or to the appropriate council committee for their review. This will be accomplished within thirty working days of receipt of the written complaint.
- F. The reviewing council committee will have ten working days to review the complaint and forward their decision to the complainant in writing.

- G. If the complainant is aggrieved with the decision of the Committee, he must notify The Parish Secretary Treasurer in writing that he desires to be afforded a hearing by the Jackson Parish Police Jury Council. The complainant will be placed on the next regularly scheduled council meeting agenda. The Parish Secretary Treasurer will notify the complainant in writing of the date of the hearing.
- H. The complainant must bring all relevant data, witnesses, etc., to the hearing. The Jackson Parish Police Jury Council, at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Jackson Parish Police Jury Council will inform complainant of an appropriate date to expect a response. Within fifteen working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration  
Office of Community Development  
Post Office Box 94095  
Baton Rouge, Louisiana 70804-9095

### **SECTION 3**

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice  
Public Protection Division  
Post Office Box 94005  
Baton Rouge, Louisiana 70804-9095

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

OR

Complainant may contact the Louisiana Department of Justice Division directly at the Toll Free Telephone number 1-877-297-0995, 225-326-6079, 711 or 800-846-5277 for TTY users or by email at HUD@ag.state.la.us. The office's physical address is 1885 N. Third St., Baton Rouge, Louisiana 70802.

### **SECTION 4**

The Parish Secretary Treasurer will maintain a file for the purpose of keeping reports of complaints.

### **SECTION 5**

This policy does not invalidate nor supersede the personnel or other policies of the Jackson Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

### **SECTION 6**

This policy may be amended by a majority vote at any of the regularly scheduled meetings.

**ADOPTION**

This Citizen Participation Plan is hereby adopted by Jackson Parish Police Jury in regular session on this 19<sup>th</sup> day of September , 2023 .

/s/ Emmett Gibbs  
Secretary Treasurer

/s/ Todd Culpepper  
President

**CITIZEN PARTICIPATION PLAN  
RESOLUTION  
BY THE  
Jackson Parish Police Jury**

WHEREAS, the Jackson Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2024/25 Community Development Block Grant Program administered by the Division of Administration; and,

WHEREAS, the STATE requires Grantees to establish procedures to ensure adequate citizen participation with the program;

NOW THEREFORE BE IT RESOLVED, by the Jackson Parish Police Jury, that the attached policy entitled "Citizen Participation Plan" is hereby adopted.

Passed, approved and adopted by the Jackson Parish Police Jury, State of Louisiana, on the 19th day of September, 2023.

/s/ Todd Culpepper  
Todd Culpepper, President

/s/ Emmett Gibbs  
Emmett Gibbs, Secretary-Treasurer

**CERTIFICATE**

I, Emmett Gibbs, Secretary-Treasurer of the Jackson Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Jackson Parish Police Jury on the 19th day of September 2023.

/s/ Emmett Gibbs  
Emmett Gibbs, Secretary-Treasurer

**PROCUREMENT POLICY**

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in 2 CFR 200.317-326 and state requirements.

## **CODE OF CONDUCT**

No employee, officer, or agent of the Jackson Parish Police Jury shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the Jackson Parish Police Jury shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the Jackson Parish Police Jury Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

## **PROCUREMENT PROCEDURES**

The director or supervisor of each department or agency of the Jackson Parish Police Jury responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Jackson Parish Police Jury shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Jackson Parish Police Jury shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, women's business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Jackson Parish Police Jury shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

## **SELECTION PROCEDURES**

ALL procurement carried out with LCDBG funds, where Jackson Parish Police Jury is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. Jackson Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will Jackson Parish Police Jury encourage or participate in noncompetitive practices among firms. The Jackson Parish Police Jury is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. Jackson Parish Police Jury will not require unnecessary experience or bonding requirements. Pursuant to state law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications. Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

## **METHODS OF PROCUREMENT**

Direct procurement by the Jackson Parish Police Jury shall be made by using one of the following methods depending on the type of service to be procured.

**Procurement by Micro-Purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

**Small Purchase Procedures.** Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$30,000, and for construction with a cost of less than \$150,000, except where further limited by state law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$150,000. The only exception to professional services is for architectural/engineering services that must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file. **Competitive Sealed Bids/Formal Advertising.** Under this procedure bids are publicly advertised in accordance with the state's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids. Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

- i. The advertisement for bids shall be publicly advertised in accordance with state law.
- ii. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
- iii. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
- iv. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
- v. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

**Competitive Negotiation: Requests for Proposals/Qualification Statements.** This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services

must be procured via requests for proposals. Other professional services may also be procured by requests for proposals.

The following procedures will be used for competitive negotiation:

- i. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the state's LCDBG Program. All submittals will be honored and entered into the competition.
- ii. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements.
- iii. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
- iv. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Jackson Parish Police Jury with consideration for price, qualifications, and other factors set by the local government. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
- v. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible.

Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the state's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

- i. The item or service is available only from a single source;
- ii. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
- iii. The state expressly authorizes noncompetitive proposes in response to a written request from the Jackson Parish Police Jury.
- iv. After solicitation of a number of sources, competition is determined to be inadequate.

## **CONTRACT PRICING**

Cost plus percentage of cost and percentage of construction cost methods of contracting **MUST NOT** be used. Jackson Parish Police Jury shall perform cost or pricing analysis in connection with EVERY procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract **MUST** clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit that may not be increased unless there is a contract amendment that increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract MUST establish a guaranteed price that may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless Parish has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price that may not be exceeded without formally amending the contract.

The Jackson Parish Police Jury may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

## **PROCUREMENT RECORDS**

The Jackson Parish Police Jury shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions, as applicable for construction contracts.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C.3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

(K) Pursuant to LRS 38:2227, public entities are required to obtain an attestation regarding past criminal convictions, if any, from the lowest bidder responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all contracts for public works.

(L) Pursuant to LRS 38:2212.10, all bidders and contractors performing physical services with public entities must be registered and participate in a status verification system to verify that all employees in the state are legal citizens of the United States, or are legal aliens. The bidder/contractor must sign an attestation that they are complying with this law, and that all subcontractors will comply with this law.



(M) Pursuant to LRS 23:1726 bidders and contractors must certify that they are not being assessed penalties regarding unpaid worker's compensation insurance.

**CONTRACT ADMINISTRATION**

The Jackson Parish Police Jury shall maintain contract administration systems that insure contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Jackson Parish Police Jury through legal processes shall be considered in instances of identified significant nonperformance.

**PROCUREMENT POLICY  
RESOLUTION  
BY THE  
Jackson Parish Police Jury**

WHEREAS, the Jackson Parish Police Jury has been afforded the opportunity to apply and participate in the State of Louisiana 2024/2025 Community Development Block Grant Program administered by the Division of Administration; and,

WHEREAS the STATE requires the establishment of uniform procedures in compliance with OMB Circular A-102;

NOW THEREFORE BE IT RESOLVED, by the Jackson Parish Police Jury, that the attached policy entitled "Procurement Procedures Relative to the LCDBG Program" is hereby adopted.

Passed, approved and adopted this 19<sup>th</sup> day of September, 2023.

/s/ Todd Culpepper  
Todd Culpepper, President

/s/ Emmett Gibbs  
Emmett Gibbs, Secretary-Treasurer

**CERTIFICATE**

I, Emmett Gibbs, Secretary-Treasurer of the Jackson Parish Police Jury, do hereby certify that the above and foregoing constitutes a true and correct copy of a Resolution passed, approved, and adopted by the Jackson Parish Police Jury on the 19th day of September, 2023.

/s/ Emmett Gibbs  
Emmett Gibbs, Secretary Treasurer

A request for the Police Jury to grant a discount on the cost of rental of the Sunshine Room by Jackson Parish Correctional Center for training new employees died for lack of a motion.

Motion by Ms. Rowe, second by Mr. Burris to accept the resignation, effective September 29, 2023, from Andrea Donaldson< Health Unit Clerk and approve posting for the vacant position. Motion carried.

Ms. Barbara Johnson presented an update on the Jackson Parish Museum

The President opened the floor for Juror comments.

Motion by Ms. Rowe, second by Mr. McCarthy to adjourn. Motion carried.