



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446
Phone: (318) 259-2361
Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted: Wednesday, July 29, 2020, 10:00 AM
August 3, 2020 Business Session

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

MEETING DATE: Monday, August 03, 2020
MEETING TIME: 5:00 PM
**PLACE OF MEETING: Dr. Charles H. Garrett Community Center
182 Industrial Drive
Jonesboro, LA 71251**

AGENDA:

Call to Order
Invocation & Pledge of Allegiance
Public Comments

Committee Reports

- 1.** Economic Development Committee: *Mr. Lynn Treadway*
- 2.** Policy & Personnel Committee: *Ms. Tarneshala Cowans*
 - a. Review recommended COVID-19 Policy*
 - b. Review recommended Telecommuting Policy*
 - c. Review recommendation for adding a General Laborer to the Maintenance Department*
 - d. Review recommendation to re-classify Robert Anderson*
- 3.** Finance Committee: *Mr. Todd Culpepper*
 - a. Discuss 2020 millage rates and assessment*
 - b. Review recommendation for Library millage rate*
 - c. Review recommendation for 2020 NLEP Cooperative Endeavor Agreement*
 - d. Review recommended budget amendments*
- 4.** Operations Committee: *Ms. Amy Magee*
 - a. Review recommendation on Poda Road*
 - b. Review recommendation on Rosco Road*
 - c. Review recommendation to adopt amended Road Department Organization Chart*
 - d. Review recommendation to adopt amended Solid Waste Department Organization Chart*
 - e. Review recommendation on Clerk of Court office expense*

Continued Business (Discussion and Review)

- 5.** Review status of Committee Assignments
- 6.** Review Parish Board Appointments
- 7.** Discuss status of Sugar Creek Road

New Business (Discussion and Review)

- 8.** Review 2020 municipal appropriation requests
- 9.** Discuss special election for Constable District E



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

District 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2

LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

Discussion of Other Topics

Announcements and Notifications

Adjourn

Gina M. Thomas, Secretary-Treasurer
Jackson Parish Police Jury
500 E. Court Street, Room 301, Jonesboro, LA. 71251
(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

Economic Development Committee
July 23, 2020

The Economic Development Committee met Thursday, July 23, 2020 at 12:00 PM at the Dr. Charles H. Garrett Community Center, Jonesboro, Louisiana. Members present: Mr. John McCarty, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none.

The meeting was called to order by the Chair, Mr. Treadway. Mr. McCarty gave the invocation and Mr. Treadway led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Chairman thanked those in attendance and asked them to introduce themselves. Attendees were as follows:

Mayor Leslie Thompson, Town of Jonesboro
Mr. Calvin Worth, Town of Jonesboro Public Works Director
Mr. Brad Graff, engineer for the Town of Jonesboro
Mr. Devon Flowers, Town of Jonesboro Alderman
Mr. Thurston Allen, Jonesboro State Bank
Representative Jack McFarland, State of Louisiana
Senator Jay Morris, State of Louisiana
Ms. Christine Rambo, North Louisiana Economic Partnership

The Chairman asked Mr. Graff to present the details of the proposed projects to rehabilitate the Town of Jonesboro's oxidation pond and water system that serves the area including Industrial Drive.

Ms. Rambo discussed the need to correct the water issues in order for the Industrial Drive site to be certified. She detailed the benefits of the site location and explained the Workforce ACT program and Jackson Parish being certified as a "workforce ready community."

Representative McFarland and Senator Morris discussed funding opportunities for the Town of Jonesboro's water system.

The Committee discussed the timing of certifying the land and the 2-year commitment for the landowner to sell it.

The Committee discussed next steps for the Town to get funding to correct the oxidation pond and water system.

Motion Ms. Rowe, seconded Mr. McCarty to adjourn. Motion carried.

Policy & Personnel Committee
July 23, 2020

The Policy & Personnel Committee met Thursday, July 23, 2020 at 7:30 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Lewis Chatham, Ms. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none. Also in attendance: Mr. John McCarty.

The meeting was called to order by the Chair, Ms. Cowans. Mr. Chatham gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

There were no public comments.

Motion Ms. Rowe, seconded Mr. Chatham to amend the agenda to include discussion of the new Road Department Drainage Crew and 2020 asphalt maintenance program. Motion carried unanimously.

Motion Ms. Rowe, seconded Mr. Chatham to recommend hiring Mr. Jordan Carroll and Mr. Jamie Holland as Operator I's in the Road Department. Ms. Thomas presented the department recommendations. Motion carried.

The Committee discussed the COVID-19 policy. The Secretary-Treasurer presented new information and guidelines from the CDC, extended FMLA program, and other industries. The Committee asked the Secretary-Treasurer to draft an amended COVID-19 policy based on the new guidance and present it at the Business Session. Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury adopt an amended COVID-19 policy based on the new guidelines. Motion carried.

The Secretary-Treasurer presented the Telecommuting Policy.

Motion Mr. Chatham, seconded Ms. Rowe to recommend the Jury adopt the Telecommuting Policy. Motion carried.

The Chair recognized Mr. Robert "Bubba" Anderson to discuss the staffing of the Maintenance Department. Mr. Anderson and the Committee discussed trustee labor from the prison. Mr. Anderson requested that the Jury add a permanent position for an additional General Laborer in the Maintenance Department.

Motion Mr. Chatham, seconded Ms. Cowans to recommend the Jury add a position of General Laborer to the Maintenance Department. Motion carried with Ms. Rowe voting "Nay" stating that she would like more information on the status of the availability of trustees before adding a new position.

The Chair invited Mr. Anderson to discuss his request to be re-classified from Level I to Level III. Mr. Anderson described his current duties. Ms. Rowe stated that she would like to see the Operations Manager position filled before making changes to the organization and recommended that they table the discussion until it is filled. The Committee requested that Ms. Thomas draft a formal recommendation for the Jury to re-classify Mr. Anderson to Level III at the Business Session.

The Committee discussed the work assignments of the new Road Department Drainage Crew and expressed concerns about them being assigned to asphalt work. The Committee reviewed the Road Work Schedule and the adopted 2020 asphalt maintenance program.

The Committee asked the Secretary-Treasurer to discuss their concerns with the Road Department Superintendent.

Motion Ms. Rowe, seconded Mr. Chatham to adjourn. Motion carried.



Jackson Parish Police Jury

COVID-19 Policy

Adopted by the Jackson Parish Police Jury effective _____ TBD _____

PURPOSE: In response to the global pandemic of Coronavirus (COVID-19) and in the interest of protecting our employees and residents of Jackson Parish, the Jackson Parish Police Jury has established a policy to safely allow our employees to continue to work and to return to work following a positive test for COVID-19, following self-imposed quarantine after being exposed to someone with the virus, or after experiencing COVID-19 symptoms.

SCOPE: This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

PROCEDURES

Prevention:

- A. As a preventative measure, all employees are to abide by the Coronavirus Contingency Plan adopted by the Police Jury as well as the guidelines put forth by the Federal Government, State of Louisiana, Louisiana Department of Health, and the Governor's Office. As additional guidance is released, it will be implemented at the department level.
 - a. General guidance includes, but is not limited to:
 - i. Split shifts: staff is divided into shifts to ensure smaller groups of people exposed to each other
 - ii. Face Coverings/Masks: Various styles of face coverings have been supplied to all staff and it is mandatory that they be worn when sharing a vehicle/equipment and/or when mandated by the Governor's Office. *Employees with a bona fide doctor's excuse will be exempt unless a modified alternative can be provided.*
 - iii. Social Distancing: Workspaces have been modified to ensure 6 ft. separation whenever possible in order to alleviate "close contact".
 1. "Close contact" is defined as a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated
 - iv. Cleaning & Sanitization: Vehicles, equipment, shared spaces, and commonly touched surfaces are to be disinfected frequently. Increased personal hygiene including frequent handwashing and use of hand sanitizer is encouraged and available at each department.
 - v. Stay Home When Ill: Employees are encouraged to stay home if they are exhibiting symptoms of COVID-19 or any other illness.
 - vi. Restrict Unnecessary Exposure: Employees are restricted from entering truck stops and gas stations during working hours.

Exposure to Close Contact

- B. If an employee believes they may have been directly exposed to close contact with a suspected positive case or with someone that is awaiting test results, or is presumed positive by a medical doctor, they should remain isolated from all other staff for 10 days (social distancing of a minimum 10 – 15ft) but can continue working as long as they are not exhibiting symptoms.
 - a. They should monitor their health by checking their temperature twice daily and watching for symptoms, such as cough or shortness of breath.
 - b. If they begin to exhibit symptoms, they should stay home, and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.



Jackson Parish Police Jury

- c. If symptomatic, they should request a self-imposed quarantine for up to 14 days or until they receive a negative test result, whichever occurs first.
 - i. If the employee is eligible for teleworking, they should request to continue working remotely.
See the Telecommuting Policy.
- d. Requests are to be made in writing on the below form and turned in to the to the Secretary-Treasurer.
- e. If the original close contact person has a positive test result, the employee should request approval for a self-quarantine for up to 14 days. If symptoms develop, the employee should contact their medical facility, explain their symptoms and circumstances, and follow the treatment prescribed.
- f. If an employee has been exposed to or tests positive for COVID-19 a second time, a second quarantine and testing period will be required.

Experiencing Symptoms:

- C. If an employee feels ill and has symptoms (fever, cough, shortness of breath, severe chills and/or fatigue, complete loss of taste and smell), they should alert their Department Superintendent and stay home from work.
 - a. The employee should stay home and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.
 - b. The Department and Secretary-Treasurer will perform Contact Tracing to determine other employees who may have had close contact (details about Contact Tracing are below).
 - c. The employee's workspace should be thoroughly cleaned and sanitized.
 - d. All employees should monitor their health for symptoms, not come to work if they develop any symptoms, and consult their doctor.
 - i. Employees who have had close contact with someone experiencing symptoms should remain isolated from all other staff for 10 days but can continue working as long as they are not exhibiting symptoms.
 - ii. All efforts should be made to keep strict social distancing and increase sanitization.
 - e. If another employee begins to exhibit symptoms, these same procedures will apply for them as a separate event.

Positive Test Result

- D. If an employee tests positive for COVID-19:
 - a. The employee should stay home and stay away from others, follow the guidance of their medical facility, and alert their Department Superintendent.
 - b. The employee will have a mandatory 14-day quarantine.
 - c. The employee's workspace should be thoroughly cleaned.
 - d. All employees should monitor their health for symptoms, not come to work if they develop any symptoms, and consult their doctor.

- E. If an employee tests positive for COVID-19, but has no symptoms (asymptomatic), they can return to work after at least 10 days have passed since the collection date of the first positive COVID-19 diagnostic test as long as they remain asymptomatic.

Returning to Work

- F. An employee can be allowed to return to work when the following criteria are met:
 - a. Fever free without the use of fever-reducing medications for at least 24 hours, and
 - b. Improvement in other symptoms (e.g., cough, shortness of breath), and
 - c. At least 10 days have passed since symptoms first appeared.

- G. The Return to Work Self-Certification form must be completed before the employee is allowed back.



Jackson Parish Police Jury

Contact Tracing

- H. Contact tracing is an important part of supporting our employees who may have been in close contact with someone suspected of having COVID-19 or who have received a positive test result. The following steps will be used by the Department Superintendent and Secretary-Treasurer to contact trace:
- a. Interview the employee who tested positive to help them recall everyone who they have been in close contact with during the timeframe they may have been infectious. (CDC states 48 hours prior)
 - b. Notify those individuals of their potential exposure as quickly and sensitively as possible.
 - c. Protect the privacy of the employee who tested positive.
 - d. Contacts are only informed that they may have been exposed to the virus.
 - e. Contacts are to follow the procedures in item B. Close Contact

Employee Benefits

- I. The Police Jury will provide up to 80 hours of regular pay for a quarantine period (self-imposed and manager-approved) as provided for in the Families First Coronavirus Response Act (FFCRA) under qualifying reasons:
- a. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. Has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - d. Is caring for an individual subject to an order described in (a) or self-quarantined as described in (b)
- J. The Police Jury will provide up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for the below qualifying reasons for up to \$200 daily and \$12,000 total: as provided for in the Families First Coronavirus Response Act (FFCRA).
- a. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
 - b. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.
- K. It is the responsibility of the employee to provide the proper documentation including request letters and doctor's notes to ensure property coding in the payroll system.

Resources:

Clinics:

- Jackson Parish Hospital COVID Clinic: (318) 259-9939, Contact: Melissa Porter
- Mercy Medical: (318) 259-1100, Contact: Brittany
- Green Clinic, Hodge: (318) 395-1168, Contact: Kelly

Personnel:

- Office of Emergency Preparedness Director, Mark Treadway (318) 278-2504
- Police Jury President, Amy Magee (318) 235-0002
- Police Jury Secretary-Treasurer, Gina Thomas (318) 395-6020



Jackson Parish Police Jury

Employee Request for Emergency Paid Sick Leave

Generally, employers covered under the FFCRA must provide employees (from 4/1/2020-12/31/2020):

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
 - Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

This form is to be filled out by the **EMPLOYEE**

Employee Name:		
Employee Home Address:		
Home Phone:		Cell Phone:
Department:	Title:	Supervisor:
This is a (<i>chose one</i>): <input type="checkbox"/> New Request for Leave <input type="checkbox"/> Request for an extension		
Anticipated Begin Date of Leave:		Expected Return to Work Date:
Notes:		



Jackson Parish Police Jury

QUALIFYING REASONS FOR EMERGENCY LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

(Please mark applicable reasons for your request, attach documentation.)

	Qualifying Reason(s)	Information Required (To be completed by Employee):
<input type="checkbox"/>	1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	Name of governmental entity ordering quarantine: _____
<input type="checkbox"/>	2. Employee has been advised by a health care provider to self-quarantine related to COVID-19;	Name of Healthcare professional advising self-quarantine: _____
<input type="checkbox"/>	3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;	Upon receiving care, please provide Name of Healthcare professional advising self-quarantine: _____
<input type="checkbox"/>	4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	Name of individual being cared for: _____ Relationship to Employee: _____ Name of Government entity or healthcare professional ordering quarantine: _____
<input type="checkbox"/>	5. Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. <input type="checkbox"/> Select if applicable: Special circumstances exist that require that I provide care for a child older than 14 during daylight hours.	Name of Child: _____ Age: ____ Name of School/Place of Childcare: _____ Name of Child: _____ Age: ____ Name of School/Place of Childcare: _____ Name of Child: _____ Age: ____ Name/Place of Childcare: _____
<input type="checkbox"/>	6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.	Comments:

Item #5: Employee **must provide** a statement that: **1)** the employee is unable to work or telework because of that reason and **2)** A statement that the employee is unable to work or telework because of that reason **and** that no other suitable person is available to care for the child(ren) during the period requested (Care must not be available FOR COVID-19 RELATED REASONS), and **3)** a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or child care provider, and **4)** documentation to show special circumstances exist that require that care for a child older than 14 during daylight hours. **All documentation and proof must be attached, or your request may be delayed.**



Jackson Parish Police Jury

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 2. has been advised by a health care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none"> 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|--|--|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20



Jackson Parish Police Jury

Contact Tracing Interview Questions

Were you in direct contact with the person (<i>within 6 feet for 15 minutes or more</i>)?	
When was the last time you were in direct contact with the person?	
Were you in direct contact with this person any time prior to this? ...in the last week?	
Who else have you worked around in the last week?	
Have you had any symptoms?	
Have you been tested for COVID-19?	
If yes, when?	
When was the last time you were at work?	
Were you in direct contact with anyone in your department or any other department since you've potentially been exposed? (within 6 feet for 15 minutes or more)	
If yes, who?	
When was the last time you were at work?	
Have you been in direct contact with an employee outside of work since the potential exposure?	
What areas/crews did you work? <i>Get as specific as you can on this one to allow us to clean the areas.</i>	
Have you touched or worn any shared PPE, radio, cell phone of the employee?	
Do you have any symptoms of COVID-19 (dry cough, shortness of breath, fever)?	
Is there any other information that might be helpful?	



Jackson Parish Police Jury

Return-to-Work Self-Certification for COVID-19*

Persons with COVID-19 symptoms and/or a positive test who were directed to care for themselves at home may end self-isolation when at least 24 hours have passed since recovery, meaning:

- Fever free without the use of fever-reducing medications, and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- At least 10 days* have passed since symptoms first appeared.

Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue self-isolation when at least 10 days** have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Persons suspected of having COVID-19 who have been tested and receive a negative test may discontinue isolation precautions provided they feel well.

If the employee is sick with non-COVID-19 symptoms, or if the employee has tested negative for COVID-19***, the employee must still be symptom free for 24 hours before returning to the worksite. If teleworking or working from home, the employee does not have to wait the 24 hours before resuming work duties.

If an employee is a close contact (defined as within 6 feet for 15 minutes) of a confirmed positive and requires isolation, that person may return to work after the 14-day isolation period has passed, as long as no symptoms develop.

Employee Self-Certification

Test Date: _____ / _____ / 2020

Test Result (circle one): Positive Negative Not Tested

Date of Symptom Onset: _____ / _____ / 2020

Date of Recovery (as defined above): _____ / _____ / 2020

By signing this document, I verify that I have been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, I can be released from isolation and may resume work-related activities.

Signature

Print Name

Date

Return to Work Guidance for Businesses

July 27, 2020

This document is designed to help businesses and employers safely allow employees to return to work following a positive test for COVID-19, following self-imposed quarantine after being exposed to someone with the virus, or after experiencing COVID-19 symptoms.

What should a business do when an employee tests positive (or is suspected of having) for COVID-19?

- The employee should stay home and away from others until they have fully recovered (see below for return to work criteria).
- Other employees who had close contact* should stay home for 14 days and monitor for symptoms
- The employee's workspace should be thoroughly cleaned.
- All employees should monitor their health for symptoms, not come to work if they develop any symptoms, and consult their doctor.

*A close contact is a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated.

When can an employee return to the workplace?

Symptoms: An employee can be allowed to return to work when the following criteria are met:

- fever free without the use of fever-reducing medications for at least 24 hours, and
- improvement in other symptoms (e.g., cough, shortness of breath), and
- at least 10 days have passed since symptoms first appeared.

Positive Test Result but no symptoms: If the employee with the confirmed case of COVID-19 is asymptomatic, they can return to work after at least 10 days have passed since the collection date of the first positive COVID-19 diagnostic test as long as they remain asymptomatic.

What are the recommendations for employees who had close contact to the case? An employee who is not working remotely should stay home for 14 days after the last known close contact with a confirmed case of COVID-19. The employee should self-monitor for symptoms associated with COVID-19.

What should a business or employer do to promote and maintain a safe workplace?

Symptom and Temperature Checks: Measure each employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should occur before entering the facility.

Face Coverings/Masks: Issue face masks or can approve employees' supplied cloth face coverings, provide hand sanitizer and promote good hand washing practices.

Social Distancing: Modify the workplace as needed to allow at least six feet of space between employees. Common areas such as conference rooms and break rooms should be closed.

Cleaning: Increase the frequency of cleaning commonly touched surfaces in their facility(s). This includes workstations, countertops and doorknobs.

Stay Home When Ill: Implement policies that require all employees who are still working to monitor their health and stay home if they get sick.



Jackson Parish Police Jury

Telecommuting Policy

Adopted by the Jackson Parish Police Jury effective _____ TBD _____

PURPOSE: Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Jackson Parish Police Jury considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the Jackson Parish Police Jury.

SCOPE: This policy applies only to eligible full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications that have been approved for telecommuting and have been supplied the proper supplies and materials to perform a meaningful service from a remote location.

POLICY STATEMENT: Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made may be discontinued at will and at any time at the request of either the telecommuter or the Police Jury. Every effort will be made to provide 30 days' notice of such change to accommodate commuting and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

PROCEDURES

A. Eligibility

- a. Individuals requesting formal telecommuting arrangements must be employed with the Jackson Parish Police Jury for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.
- b. Before entering into any telecommuting agreement, the employee and Department Superintendent, with the assistance of the Secretary-Treasurer, will evaluate the suitability of such an arrangement, reviewing the following areas:
 - i. Employee suitability: The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
 - ii. Job responsibilities: The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
 - iii. Equipment needs, workspace design considerations, and scheduling issues: The employee and manager will review the physical workspace needs and the appropriate location for the telework.
 - iv. Tax and other legal implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.



Jackson Parish Police Jury

- c. If the employee and manager agree, and the Secretary-Treasurer concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a determined trial period (not to exceed 30 days) will commence.
- d. Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings (if able) to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.
- e. An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

B. Equipment

- a. On a case-by-case basis, the Police Jury will determine, with information supplied by the employee and the Department Manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. The Secretary-Treasurer and information system provider will serve as resources in this matter. Equipment supplied by the Police Jury will be maintained by the Police Jury. Equipment supplied by the employee, if deemed appropriate by the Police Jury, will be maintained by the employee. The Police Jury accepts no responsibility for damage or repairs to employee-owned equipment. The Police Jury reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the Police Jury is to be used for business purposes only. The telecommuter must sign an inventory of all Police Jury property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all Police Jury property will be returned to the Police Jury, unless other arrangements have been made.
- b. The Police Jury will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Police Jury will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's job.
- c. The employee will establish an appropriate work environment within their home for work purposes. The Police Jury will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

C. Security

- a. Consistent with the Police Jury's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.



Jackson Parish Police Jury

D. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The Police Jury will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the Police Jury's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.
- b. Telecommuting is not designed to be a replacement for appropriate childcare. The focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

E. Time Worked

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the Police Jury's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

F. Ad Hoc Arrangements

- a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, business travel, or other special needs. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- b. Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.
- c. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.



Jackson Parish Police Jury

Assessment: Employee Suited for Telecommuting

The following tool can be used by a Department Superintendent as a basis for discussing the option and appropriateness of teleworking for a particular employee.

Please rate your employee using the following scale:

	1 – Never	2 – Rarely	3 – Sometimes	4 – Usually	5 - Always
1. Employee works without regular monitoring/supervision.					
2. Employee is comfortable working alone.					
3. Employee independently identifies required work tasks, issues, and solutions.					
4. Employee resolves issues with minimal guidance.					
5. Employee is self-motivated and self-disciplined.					
6. Employee is successful in their current position.					
7. Employee communicates hindrances to successful completion of a task or project in sufficient time to allow for alterations that improve the opportunity for success.					
8. Employee is knowledgeable about organization’s procedures/policies.					
9. Employee meets deadlines.					
10. The employee’s residence has an appropriate work environment conducive for teleworking.					
11. Employee is computer literate, (as required by this position).					
12. Employee is fully aware of departmental information technology security.					

Total Score: _____



Jackson Parish Police Jury

Telecommuting Site Worksheet

This worksheet is to be completed *prior to* the finalization of the Short-Term Telecommuting Agreement.
When setting up a telework space, ergonomics and safety are of primary importance.

Item	Yes	No
Safety Evaluation:		
Workspace area accommodates all equipment and related materials.		
Sufficient electrical outlets are available.		
All electrical plugs, cords, panels, and receptacles are in good condition.		
Three-prong, grounded outlets are used. Note: Two-prong outlets that require plug adaptors do not provide adequate protection for computers.		
Equipment is fitted with surge protectors and overload fuses.		
Equipment is placed close to electrical outlets. Electrical cords/wires are configured so there are no tripping hazards. Note: Extension cords should not be used.		
There is a working smoke detector in or near the workspace.		
A home multipurpose fire extinguisher is available. Employee is familiar with use.		
Heating and ventilation systems are adequate and in good repair.		
There is an established evacuation plan in the event of a fire.		
Furnishings appear sturdy.		
Workstation Set-up – Workstation and equipment are ergonomically appropriate		
Computer desk and chair are ergonomically sound and sturdy.		
Keyboard, mouse, external speakers, etc. are in working order.		
Computer screen(s)/monitor(s) are correctly positioned and connected.		
Workspace lighting is adequate and appropriate for tasks.		
Adequate accessibility to phone lines, internet connection, electrical capabilities, etc.		
Work documents, data, and confidential information are secured.		
Workspace is separate from major family activity areas and is devoted to work needs.		
Other Items of Note:		

For more detailed information on setting up an ergonomic computer workstation, visit:

<https://www.osha.gov/SLTC/etools/computerworkstations/>

Telecommuting Employee: _____

Employee #: _____

Temporary work location: _____

Site Evaluator (Department Superintendent or Secretary-Treasurer): _____

Date of inspection: _____

Signature of Evaluator: _____



Jackson Parish Police Jury

Short-Term Telecommuting Agreement

Employee Information:

Name: _____ Employee #: _____ Hire date: _____
Job title: _____ Department: _____
Manager: _____
FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during scheduled work hours.
- The employee will record all hours worked and meal periods taken using the Police Jury's timekeeping system in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will report to the employer's work location as necessary upon directive from their supervisor.
- The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written or electronic report of activities.
- The employee will comply with all Police Jury rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the organization.
- The employee will report work-related injuries to his or her manager as soon as practicable.

The Jackson Parish Police Jury will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that Police Jury equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Police Jury equipment. The employee understands that all tools and resources provided by the Police Jury shall remain the property of the parish at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to their manager immediately.



Jackson Parish Police Jury

The employee agrees to comply with Police Jury policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The Jackson Parish Police Jury will reimburse employee for the following expenses: _____

The employee will submit expense reports with attached receipts in accordance with the Police Jury's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the Police Jury remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return Police Jury equipment and documents within five days of termination of employment.

Employee Name (Print)

Date

Employee Signature

Superintendent Name (Print)

Date

Superintendent Signature

Secretary-Treasurer Signature

Date



Jackson Parish Police Jury

Equipment Acceptable Usage Agreement

Employee Name: _____ Employee #: _____

Address: _____

Home Phone: _____ Mobile: _____

JPPJ Asset Tag #	Serial/VIN #	Description of Equipment/Devise	Approximate \$ Value

Title to Property: Legal title/ownership of the above listed technology devices are and will remain at all times with Jackson Parish Police Jury (hereafter Police Jury).

Right to Use Property: Right of use and possession of these devices are limited and are based on full compliance with all Police Jury policies. Right of use of this device may be terminated at any time for violation of this agreement or any Police Jury policy or procedure.

Term of Possession: The limited right to possession of these technology devices begins with the checkout of these devices to the eligible employee and terminates no later than the employee’s last day of telecommunication work per the Telecommuting Agreement. Should the employee fail to return any of the devices in a timely manner in accordance with this agreement, the Police Jury is entitled to take possession of the device(s) at the location listed in the Telecommuting Agreement.

Terms of This Agreement: This agreement terminates on the last day of telecommunication work per the Telecommuting Agreement unless terminated earlier by the Police Jury. All devices must be returned to the Police Jury by the termination of this agreement.

Loss or Damage: If any of the devices are lost or damaged due to negligence, the employee is responsible for reasonable cost of repair or replacement at fair market value on the date of loss. Loss of, damage to, or theft of any device must be reported to the department superintendent immediately after the occurrence. If a device is stolen, a police report must be filed by the employee within 48 hours of the incident. Leaving a device vulnerable to theft or damage may be negligence depending upon the circumstances.

Unlawful Possession: Failure to return any device in accordance with this agreement and without written consent of the Police Jury may be considered unlawful possession and/or appropriation of Parish property.

Employee Name (Print)

Employee Signature

Date

Finance Committee
July 24, 2020

The Finance Committee met Friday, July 24, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none.

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

There were no public comments.

The Chairman recognized Mr. Glen Kirkland, Tax Assessor and moved agenda item #2 to #1. Mr. Kirkland presented details on the re-assessment process and the impact on millage rates. He stated they would have final rates at the end of the month. The Committee discussed the current millage rates and fund balances. The Committee reviewed the fund balance increase year-over-year for the Library. Motion Mr. McCarty, seconded Ms. Cowans to reduce the Library millage by an additional 1.5 mils to a total of 4.9 mils. Motion carried.

The Chairman moved to item #3 and the Committee reviewed the Cooperative Endeavor Agreement with the North Louisiana Economic Partnership. Motion Ms. Cowans, seconded Mr. McCarty to recommend the Jury authorize the President to sign the 2020 Cooperative Endeavor Agreement with the North Louisiana Economic Partnership for \$2,250. Motion carried.

The Chairman moved to item #1 and invited the Secretary-Treasurer to present the month-to-date purchase orders and financial statements. The Secretary-Treasurer reviewed the Master Fund trial balance and discussed the restricted fund balance. The Committee reviewed the Revenue and Expenditure report and the budget report for current vs. actual. The Secretary-Treasurer explained the reserved balance of \$260,000 for the Livestock Pavilion and its restriction to a state project.

The Chairman moved to item #4 and the Committee reviewed the presented budget amendments for the year-to-date and the Secretary-Treasurer reviewed the details and explanations. Motion Mr. McCarty, seconded Ms. Cowans to recommend the Jury amend the 2020 budget as presented. Motion carried.

The Committee reviewed the financial summary of the Road and Asphalt funds and the Secretary-Treasurer explained the revenue sources and the transfers from both funds to the annual road program.

Motion Mr. McCarty, seconded Ms. Cowans to adjourn. Motion carried.

The Jackson Parish Police Jury will meet on Monday, August 10, 2020 at 5:30 P.M. at the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, LA 71251 to levy the 2020 tax millage rates

	2019 Millage Rates:	<u>PRELIMINARY</u> 2020 Millage Rates:
General Fund Tax	4.87	<u>4.87</u>
Road & Bridges	5.23	<u>5.23</u>
Road Asphalt/Paving	4.55	<u>4.55</u>
Recreation District	5.23	<u>5.23</u>
Library & Bookmobile	6.40	<u>4.90</u>
Health Unit	0.80	<u>0.80</u>



Jackson Parish Police Jury
 500 E. Court Street, Room 301
 Jonesboro, LA 71251
 (318) 259-2361 ext. 203
gthomas@jppj.org

Library Fund

	2016	2017	2018	2019	2020 <i>(Budgeted)</i>
Millage	7.49	7.49	7.49	7.49	6.4
Total Revenues	\$1,661,600	\$1,648,726	\$1,732,011	\$1,411,343	\$1,417,500
Total Expenses	<u>(\$1,141,213)</u>	<u>(\$1,144,117)</u>	<u>(\$1,376,616)</u>	<u>(\$1,195,957)</u>	<u>(\$1,883,500)</u>
Net Change (+/-)	\$520,387	\$504,609	\$355,395	\$215,386	(\$466,000)
Ending Fund Balance	\$1,142,818	\$1,340,881	\$3,115,247	\$3,326,463	\$2,860,463
Special Fund Balance	<u>\$634,306</u>	<u>\$662,550</u>	<u>\$684,461</u>	<u>\$704,412</u>	<u>\$713,490 +</u>
Total Library Balance	\$1,777,124	\$2,003,431	\$3,799,708	\$4,030,875	\$3,573,953
Net Change in Balance (+/-)		\$226,307	\$1,796,277	\$231,167	(\$456,922)

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN
THE JACKSON PARISH POLICE JURY AND
NORTH LOUISIANA ECONOMIC PARTNERSHIP**

In accordance with Article VII, Section 14 of the Constitution of the State of Louisiana, North Louisiana Economic Partnership, a duly organized Louisiana non-profit 501 (c)(3) corporation, hereinafter called "NLEP" doing business as the North Louisiana Economic Partnership, hereinafter called "NLEP" represented by President Scott Martinez, duly authorized to act by Resolution of its Board of Directors, dated the 16 day of January, 2013 and, the Jackson Parish Police Jury, a duly organized political subdivision of the State of Louisiana, herein represented by Amy Magee, President, duly authorized to act herein and hereinafter referred to as the "Parish", do hereby enter into this Cooperative Endeavor Agreement (the "Agreement") to serve the public for the purposes hereinafter declared.

WHEREAS, the NLEP, a corporation authorized by and acting pursuant to the provisions of the statutes of the State of Louisiana governing non-profit organizations, and doing business as the NLEP, is responsible for fostering the growth of industry and other commercial enterprises in North Louisiana that will contribute to the overall improvement of the economy of the state.

WHEREAS, the Jackson Parish Police Jury has an interest in promoting economic development in Jackson Parish in North Louisiana and has determined that a cooperative endeavor with the NLEP will benefit the development of the regional economy and promote economic growth, added investment, and new jobs.

WHEREAS, the Jackson Parish Police Jury is authorized to participate pursuant to the Louisiana Administrative Code, Title 13, Part 3 and pursuant to La. R.S. 51:2301, being the Louisiana Economic Development Act and in particular, La. R.S. 51:2302 (10), with this agreement being statutorily declared to be for a public purpose and in the public interest.

WHEREAS, the NLEP is in the process of completing evaluations and developing criteria to help participants create and enhance economic opportunities in North Louisiana.

The Jackson Parish Police Jury and the NLEP do hereby state and declare that, in consideration of the potential for economic growth and development in North Louisiana due to the cooperation between the participants in the NLEP, to wit:

I. NLEP shall:

1. Promote and market all parishes and communities in North Louisiana including Jackson Parish to encourage job creation and capital investment.
 - a. Efforts shall include work with existing employers in the region as identified/needed and work with prospective employers considering economic growth and development within the region for the first time. Efforts shall also include the identification and marketing of sites in Jackson Parish suitable for development.
 - b. NLEP shall follow its neutral protocols that provide access to information about all prospects to all partners (even when the project is only considering a portion of the region). NLEP's point of contact with the Parish for purposes of this Agreement shall be the President of the Jackson Parish Police Jury or his designee.
2. Provide support and advice as needed on prospect situations that the Jackson Parish Police Jury is pursuing with and through the NLEP's efforts and/or any developed through the Parish's own channels and contacts.
3. In cooperation with local partners, strategically engage the local existing employer base to ensure that major employers are having positive experiences in the Parish and are seeking growth opportunities when possible to help create further jobs and investment.

4. Provide regular periodic reporting to the Parish on the progress of NLEP's marketing efforts including regular direct meetings and public updates with Parish officials as requested, desired, or needed by such officials, as well as provide regular updates and on-going communication with other Parish officials on the progress of such efforts.
5. Provide access to research and communications expertise along with business development (prospect) capabilities to the Police Jury.
6. Ensure that Parish officials and designated professional staff are included in ongoing NLEP communications, activities, and events as a benefit of being an investor.

II. The Jackson Parish Police Jury shall:

Contribute the sum of two thousand, two hundred fifty dollars (\$2,250.00) as full compensation for the performance of the services contracted for herein and for the operations and assessments of NLEP. The said funds shall be paid by the Parish to NLEP within thirty (30) days of the execution of this Agreement by the Parish and NLEP. NLEP acknowledges, understands and agrees that all funds provided herein by the Parish shall be used exclusively for the purpose stated above and in accordance with constitutional and statutory restrictions on the use of public funds.

III. Maintenance of Financial Records; Use of Funds. NLEP shall maintain appropriate financial records pertaining to all matters relative to this Agreement in accordance with generally accepted accounting principles and procedures. NLEP shall retain all records and supporting documentation applicable to this Agreement for a period of three (3) years, except as follows:

1. Records that are subject to audit findings shall be retained three (3) years after such findings have been resolved.
2. All such records and supporting documents shall be made available, upon request, for inspection or audit by representatives of the Parish. In the event NLEP shall cease to exist, it shall turn over to the Parish all records relating to this Agreement to be retained by the Parish for the required period.

NLEP recognizes, understands, and agrees that it has an affirmative duty to comply with all applicable provisions of state and local law in the performance of this Agreement and agrees that any funds not used in accordance with the terms of this Agreement and state and local law shall be reimbursed to the Parish.

NLEP shall not execute any contract(s) or agreement(s) which would expend or commit the Parish funds in excess of the amount stated herein without the prior written approval of the Parish. NLEP shall be solely responsible for any amount(s) that exceed the amount of funds provided herein by the Parish.

IV. Coordination. NLEP shall administer the funds provided herein by the Parish in accordance with the terms of this Agreement, all applicable laws, rules and regulations and according to the highest standards of industry practice.

Any active discrimination committed by NLEP or failure to comply with these statutory obligations, where applicable, shall be grounds for termination of this Agreement.

V. Indemnity and Hold Harmless. NLEP agrees and obligates itself, its successors and assigns, to indemnify, defend and forever hold the Parish harmless from any claims that may be asserted by any persons or parties resulting from any violation by NLEP, its officers, directors, employees, agents and/or representatives of the requirements of any law in the performance of its obligations hereunder. NLEP further agrees and obligates itself, its successors and assigns, to indemnify, defend and forever hold the Parish harmless from any claims that may be asserted by any person or persons resulting from any action or inactions of NLEP, its officers, directors, employees, agents and/or representatives in connection with its activities hereunder and this funding.

VI. Term. This Agreement shall commence upon execution by NLEP and the Parish and shall terminate one year from the date of the execution, unless sooner terminated as provided herein.

VII. Right to Audit. NLEP agrees to permit the Parish or the Parish's designated representative to inspect and/or audit its records and books relative to this Agreement at any time during normal business hours and under reasonable circumstances and to copy therefrom any information that the Parish desires concerning NLEP's operation hereunder. The Parish shall provide written notice to NLEP prior to the execution of this provision.

VIII. Licenses, Permits and Approvals. NLEP shall obtain and maintain at its expense all required licenses and permits, and shall observe and comply with all federal, state, and local laws and ordinances, rules and regulations. If applicable, NLEP agrees and obligates itself to provide the Parish with evidence of a current occupational license prior to the execution of this Agreement. If at any time during the term of this Agreement NLEP suffers the removal of any license, permit, tax stamp, or like item due to default under the terms of such license, permit, tax stamp, or like item the Parish shall have the right to terminate this Agreement immediately without recourse by NLEP.

IX. Nonappropriation. Notwithstanding any provisions in this Agreement to the contrary, in the event funds for the performance of this Agreement are re-appropriated by the Police Jury prior to disbursement NLEP which would not permit the Parish to fulfill its obligations hereunder, this Agreement may be terminated by the Parish by giving written notice to NLEP of such fact and of the Parish's intention to terminate this Agreement for this cause, in which case, this Agreement shall terminate on the date specified in the notice without any penalty, liability or expense to the Parish. All matters, rights and liabilities shall be adjusted between the parties as of the termination date specified in the notice.

X. Amendment of Agreement. This Agreement may be amended at any time by the mutual written agreement of the parties hereto.

XI. General Provisions

A. Each party shall at all times keep the property of the other free of liens, attachment, encumbrances or claims.

B. NLEP agrees that if any execution or legal process be levied upon its interest in this Agreement, or if any valid liens or privileges be filed against its interest, or if any petition in bankruptcy be filed against it, or if it is adjudicated bankrupt in involuntary proceedings, the Parish shall have the right at its option to immediately cancel and terminate this Agreement.

C. It is expressly understood that failure or delay on the part of either party hereto in the performance, in whole or part, of the terms of this Agreement, if such failure is attributable to acts of God, fire, flood, inevitable accidents, riots, insurrection, public commotion, embargo, emergency or governmental orders, regulations, priority, or other limitations or restrictions, or other cause beyond the control of either party hereto, shall not constitute a breach hereof nor a default hereunder.

D. The parties hereto stipulate that the venue of any possible litigation arising under this Agreement shall be in the First Judicial District Court, Caddo Parish, Louisiana.

E. Nothing hereinabove or elsewhere in this Agreement shall in any manner make NLEP an employee of the Parish nor create a partnership between the parties.

F. In all hiring or employment made possible by or resulting from this Agreement there: 1) will not be any discrimination against any employee or applicant because of race, color, religion, sex, national origin, handicap, age, or veteran status, and 2) where applicable, affirmative action will be taken to ensure that employees of NLEP are treated during employment without regard to their race, color, religion, sex, national origin, handicap, age or veteran status. This Agreement shall apply but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regarding the race, color, religion, sex, or national origin, handicap or veteran status.

G. NLEP hereby expressly agrees and acknowledges that it is an independent contractor as defined in the Revised Statutes of the State of Louisiana and as such it is expressly agreed and understood between the parties hereto, that in entering into this Agreement, that neither party to this Agreement shall be liable to the other for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana, and further under the provisions of R.S. 23:1034, anyone employed by NLEP or the Parish shall not be considered an employee of the other party for purposes of Workmen's Compensation Coverage.

H. NLEP hereby expressly declares and acknowledges that it is an independent contractor, and as such it is expressly declared and understood between the parties hereto that: a) NLEP has been and will be free from any control of direction by the Parish over the performance of services covered by this Agreement; b) the service(s) to be rendered by NLEP are outside the normal scope of the Parish's usual business; and c) neither NLEP nor anyone employed by same shall be considered an employee of the Parish for the purpose of unemployment compensation coverage, the same being hereby expressly waived and excluded by the parties hereto.

I. Any notice, request or other communication to either party by the other shall be given in writing and shall be deemed received only upon the earlier of receipt or three days after mailing if mailed postage prepaid by regular mail to the Parish or NLEP as the case may be, at the address for such party as provided below or at such changed address as may be subsequently submitted by written notice of either party:

<i>If to the Parish:</i>	Jackson Parish Police Jury 500 East Court Street, Room 301 Jonesboro, LA 71251
--------------------------	--

<i>If to North Louisiana Economic Partnership</i>	North Louisiana Economic Partnership 333 Texas Street, Suite 411 Shreveport, Louisiana 71101
---	--

J. None of the funds provided directly or indirectly by the Parish under the terms of this Agreement may be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

K. No failure of either party to exercise any power or right given hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof shall constitute a waiver of the other party's right to demand at any time exact compliance with the terms hereof.

L. This Agreement shall be binding upon and insure to the benefit of the parties hereto, their legal representatives, successors and assigns.

M. This Agreement shall be reasonable construed and substantial compliance with its terms, conditions and obligations are hereby intended, unless the context or a literal compliance requires otherwise. Whenever approval or consent is herein required, the same shall not be unreasonable or arbitrarily withheld.

N. If any provision or item of this Agreement is held invalid, such invalidity shall not effect other provisions or items of this Agreement which can be given effect without the invalid provisions and to this end the Agreement is hereby declared severable.

O. Entire Agreement. This contract embodies the complete agreement between the parties hereto, superseding all oral or written agreements between them relating to matters in this Agreement.

THUS DONE AND SIGNED this _____ day of _____, 2020, at Jonesboro, Louisiana.

WITNESSES

JACKSON PARISH POLICE JURY

BY: _____
AMY MAGEE, PRESIDENT

THUS DONE AND SIGNED this _____ day of _____, 2020, at Shreveport, Louisiana.

WITNESSES

NORTH LOUISIANA
ECONOMIC PARTNERSHIP

BY: _____
SCOTT MARTINEZ, PRESIDENT



Jackson Parish Police Jury
500 E. Court Street, Room 301
Jonesboro, LA 71251
(318) 259-2361 ext. 203
gthomas@jppj.org

July 2020 Budget Amendments

Friday, July 24, 2020

To: Finance Committee and Police Jury

From: Gina Thomas, Secretary-Treasurer

Re: 2020 Budget Amendments

Based on the current budget report as of July 20, 2020, I am recommending the following budget amendments for 2020. Additional items will be reviewed as we progress through the budget year and presented accordingly.

Adjustments for Expenses:

1. Increase 001-4-141-03500 Registrar Office Expense by \$879.99: specialty scanner
2. Increase 001-4-201-05210 Sheriff: Prisoner Medical Expense by \$7,000: unanticipated increase
3. Increase 002-4-310-03800 Road supplies by \$23,000: grader blades purchased in bulk
4. Increase 002-4-310-02400 Road Telephone/Internet by \$4,000: increased internet speed, new contract
5. Increase

Adjustments for Revenues:

6. Decrease insurance revenue as follows due to reduced interest rates from the FED (pandemic)
 - 001-3-611-00000 General Fund (\$27,000)
 - 002-3-611-00000 Road Fund (\$54,000)
 - 006-3-611-00000 Asphalt Fund (\$45,000)
 - 010-3-611-00000 Landfill Closure (\$11,000)
 - 011-3-611-00000 Solid Waste (\$24,000)
7. Decrease 011-3-341-08400 Recycle Metal/Plastic/Paper by (\$8,000): suspension of recycle program

Operations Committee
July 28, 2020

The Operations Committee met Monday, July 28, 2020 at 11:00 AM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Amy Magee and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham. Also in attendance: Mr. Jody Stuckey, Road Superintendent; Mr. Robin Sessions, Solid Waste Superintendent, Mr. Paul Riley, and Mr. Darrell Avery, Assistant D.A.

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

There being no public comments, the Chair moved on to agenda items.

Mr. Riley presented the recommended work plan for Poda Road and stated that it could be performed by the Parish Road Department.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury authorize the Road Department perform the work on Poda Road. Motion carried.

Mr. Riley presented the recommended work plan for Rosco Road stating that it was based on a 25-year flood. He stated they would need to acquire the right-of-way on the road to perform the work.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury hire the Riley Co. for the job and authorize them to publish and receive bids. Motion carried.

Mr. Riley presented the recommended work plan options for Shalimar Road. The Committee discussed the property owners affected and the need for a detour during construction. The Committee asked Mr. Riley and Mr. Stuckey to review the area and present additional estimates with alternative solutions. No action taken.

The Committee discussed speed signs and center lines on parish roads. No action taken.

Mr. Stuckey reported the status of the new hires and the training program.

The Committee reviewed the amended Road Department Organization Chart noting the addition of the Drainage Crew.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury adopt the amended Road Department Organization Chart. Motion carried.

The Committee reviewed the amended Solid Waste Department Organization Chart noting the removal of the General Laborer position for the recycle program.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury adopt the amended Solid Waste Department Organization Chart. Motion carried.

The Secretary-Treasurer presented the received bids for remodel work for the building on Industrial drive. Ms. Magee noted that the revised budget was almost 50% reduced from the original projections.

The Committee reviewed the Clerk of Court request for the Jury to pay for three copier leases for their office. The Committee discussed allocating a flat amount vs. taking over the lease agreements for the Clerk's Office.

Motion Mr. Treadway, seconded Ms. Magee to recommend the Jury enter into an agreement with the Clerk of Court to provide a flat budgeted amount of \$10,000 for office expenses for the year in compliance with LA R.S. 13:784 and to reduce the allocation by the total annual costs for record storage and other expenses paid by the Jury. Motion carried.

Ms. Magee presented a letter from a property owner on Sugar Creek Road.

Motion Mr. Treadway, seconded Ms. Magee to adjourn. Motion carried.

RILEY COMPANY

OF LOUISIANA, INC.
CONSULTING ENGINEERS

112 EAST MISSISSIPPI AVE.
P.O. DRAWER 1303
RUSTON, LOUISIANA 71273

PHONE: (318) 251-0238
FAX: (318) 251-0239
E-MAIL: rriley@rileyco.org

PAUL A. RILEY, P.E., PRESIDENT

ROBERT C. MYERS, P.E.
HUNTER R. PEARCE, P.E.
FRANK W. MILLER, P.L.S.
CLINTON CRUTCHFIELD, JR, P.L.S.
DAVID HERRING, P.L.S.

June 26, 2020

Ms. Amy Magee
Jackson Parish Police Jury
2332 Walker Road
Jonesboro, LA 71251

RE: Jackson Parish Police Jury
Poda Road Cross Drain
Our File: 006-010

Dear Ms. Magee:

Per the Jury's request, I have looked at the referenced crossing. For years water has gone over this road and even washed out the road on at least one occasion. There are 2 - 36" existing plastic pipes at this location. Using a 25-year design storm, this crossing required an additional 3 -36" plastic pipes be placed adjacent to the existing pipes. My understanding is that your crews will perform this work. Outfall velocities show that rip rap is required at the outfall of these cross drains.

Please put on the next Operations Committee agenda. Thank you.

RILEY COMPANY OF LOUISIANA, INC.

BY: 

Paul A. Riley, P. E.
President

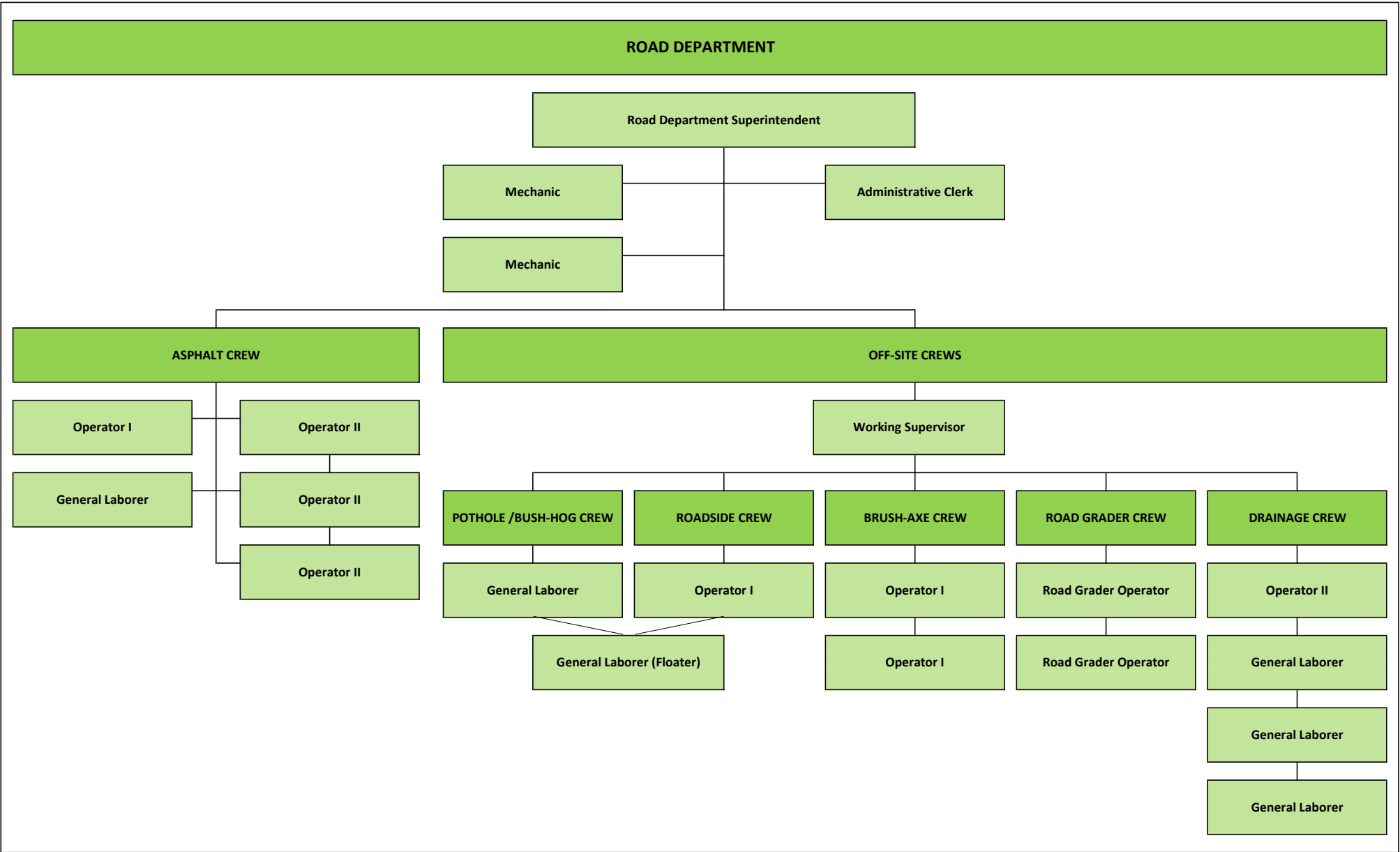
PAR/jap

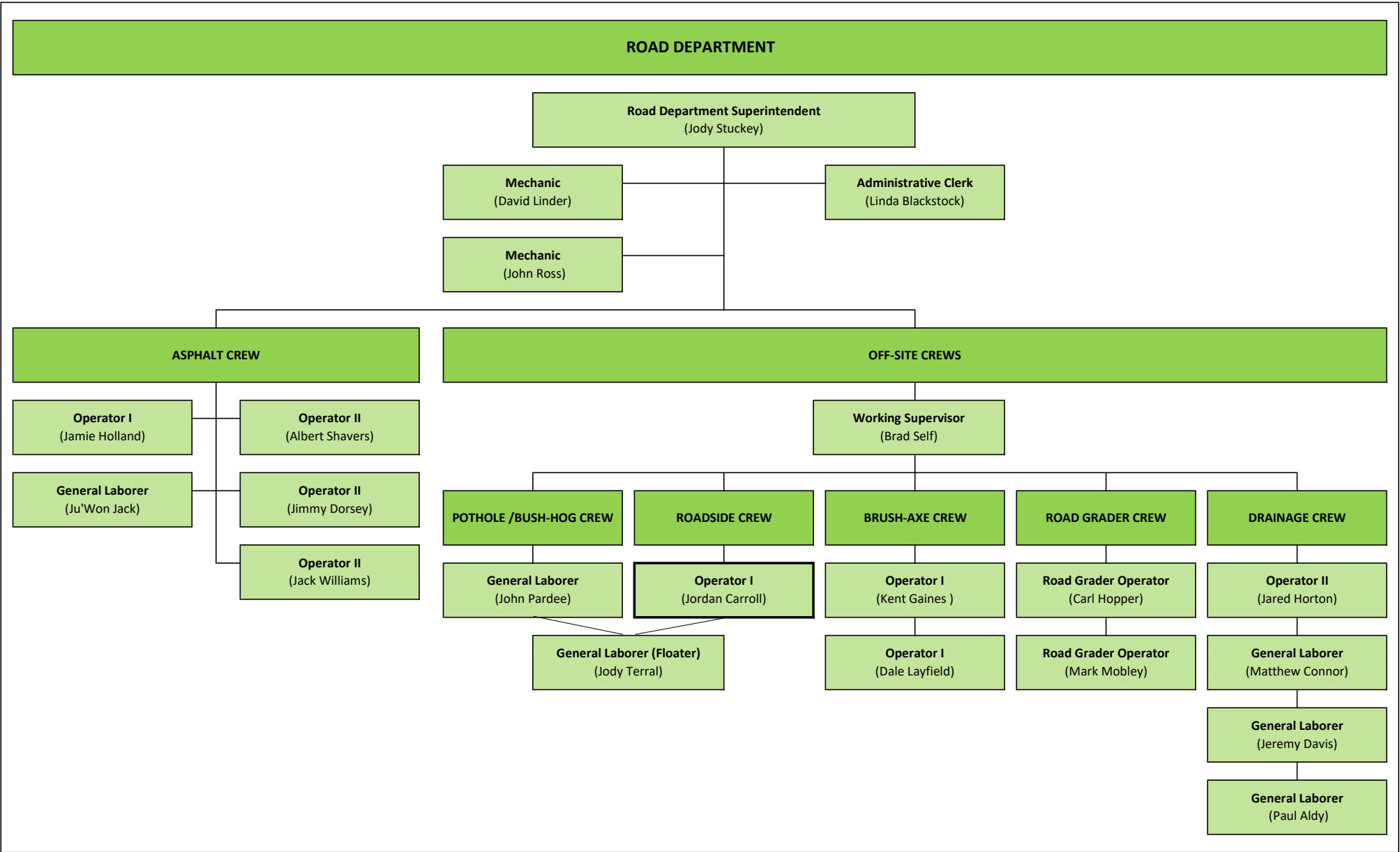
**Jackson Parish Police Jury
Rosco Road Cross Drain
Preliminary Construction Cost Estimate
June 27, 2020**

Item No.	Item Description	Approx. Quantity	Item Unit	Unit Cost	Total Cost
1	84" Vinyl coated CMP's at 1.5% min gade (3)	180	L.F.	\$480.00	\$86,400.00
2	Bedding	50	C.Y.	\$90.00	\$4,500.00
3	Rip Rap	300	S.Y.	\$75.00	\$22,500.00
5	Patch	140	S.Y.	\$70.00	\$9,800.00
6	Clear and Grub	1	L.S.	\$8,500.00	\$8,500.00
7	Mobilization	1	L.S.	\$5,000.00	\$5,000.00
8	Dirtwork	1	L.S.	\$5,000.00	\$5,000.00
9	Removals	1	L.S.	\$2,500.00	\$2,500.00
10	Permanent and Temp Erosion Controls	1	L.S.	\$1,500.00	\$1,500.00
11	Tempoary Signs and Barricades	1	L.S.	\$2,000.00	\$2,000.00
				SUBTOTAL	\$147,700.00
				CONTINGENCY CONSTRUCTION (10%+/-)	\$14,800.00
				CONSTRUCTION TOTAL	\$162,500.00

SAY \$163,000.00

Note: Right of Way will be required





SOLID WASTE DEPARTMENT

Solid Waste Superintendent

Administrative Clerk

LANDFILL OPERATION

OFF-SITE BIN OPERATION

General Operator I

Mechanic

Transfer Truck Operator II

Working Supervisor

General Operator I

Landfill Operator I

Compact Truck Operator

Boom Truck Operator I

Boom Truck Operator I

General Operator I

Transfer Station Operator II

Compact Truck Operator

**General Laborer /
Backup Clerk**

General Laborer

SOLID WASTE DEPARTMENT

Solid Waste Superintendent
(Robin Sessions)

Administrative Clerk
(Sheila Huddleston)

LANDFILL OPERATION

OFF-SITE BIN OPERATION

General Operator I
(Shane Lowrey)

Mechanic
(Jeffrey Harlan)

Transfer Truck Operator II
(Gene Robertson)

Working Supervisor

General Operator I
(Tim Hartness)

Landfill Operator I
(Lee Johnson)

Compact Truck Operator
(Stacy Jones)

Boom Truck Operator I
(Ronnie Qualls)

Boom Truck Operator I
(Rodney Boatner)

General Operator I
(Edward Pepper)

Transfer Station Operator II
(Paul Martin)

Compact Truck Operator
(Romaine Grant)

**General Laborer /
Backup Clerk**
(Katherine Bond)

General Laborer
(Kelvin Calahan)



Jackson Parish Police Jury
500 E. Court Street, Room 301
Jonesboro, LA 71251
(318) 259-2361 ext. 203
gthomas@jppi.org

Clerk of Court Annual Office Expense Agreement

THIS AGREEMENT is made and entered into this _____ day of _____, 2020 between:

_____ The Jackson Parish Police Jury (Police Jury) _____ and _____ The Jackson Parish Clerk of Court (Clerk of Court) _____.

Whereas, both parties of this agreement desire to enter into an agreement for the cost of office expenses for the Clerk of Court as authorized by Louisiana Revised Statute 13: 783-784.

Now Therefore, both parties agree as follows:

1. Each November 1st, the Clerk of Court will provide the Police Jury with an itemized budget for office expenses for the following year to be included in the annual budget ordinance. This amount will be adopted as part of the overall fiscal year budget and is not to exceed \$10,000.
2. From the approved budgeted amount, the Police Jury will deduct the annual costs for record storage including any applicable rental fees and/or maintenance and utility charges.
3. From the approved budgeted amount, the Police Jury will deduct any other office expenses incurred on behalf of the Clerk of Court's office including phone/internet charges, specialty office supplies and/or equipment, and other individual requests that are eligible under LA R.S. 13:783-784.
4. At the end of the fiscal year, the remaining amount of the approved budgeted office expenses (less) the expenses from items #2 and #3 will be allocated to the Clerk of Court's office to be used at the discretion of the Clerk of Court in accordance with LA R.S. 13:783-784. The allocation will also include a summary of the annual expenditures incurred.
5. The Clerk of Court's office will waive any and all filing fees and charges for the Police Jury.

This agreement will commence on the date signed herein and will continue until either party discontinues the agreement by written notification to the other party.

THUS DONE AND SIGNED, at Jonesboro, Louisiana, this _____ day of _____, 2020.

WITNESSES:

Amy Magee, President
Jackson Parish Police Jury

Laura Culpepper, Clerk of Court
Jackson Parish Clerk of Court



Jackson Parish Police Jury

Clerk of Court Budgeted Expenses

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Total Value Appropriated to Clerk of Court	12,387	16,787	14,054	14,899

Total value of request for additional funding: leased equipment \$619 per month for 12 months = \$7,428

The following are the expenses paid by the Police Jury on behalf of the Clerk of Court's Office:

Publications:

Publications for the grand and petit jury list in the official journal. These are posted as-needed.

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Publications (newspaper)	\$4,632	\$4,651	\$4,198	\$4,700

Court Attendance:

The Police Jury is responsible for paying fees for court attendance for the deputy clerk.

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
Court Attendance	2,300	2,040	2,000	2,200

Office Expense:

The following expenses are provided by the Police Jury to the Clerk of Court's office:

Account	2017 Actual	2018 Actual	2019 Actual	2020 Budget
TEC long distance phone service	\$55	\$64	\$147	\$ -
TEC fiber optic internet	-	330	1,768	1,800
Shelves for record storage	-	* 4,199	-	-
Expenses for Record Storage:				
<i>Storage Building Rent: Nash</i>	5,400	3,150	-	-
<i>Terminix: exterminator treatment</i>	-	388	538	592
<i>Atmos: gas</i>	-	520	730	783
<i>Entergy: electricity</i>	-	1,025	1,368	1,200
<i>Town of Jonesboro: water</i>	-	420	555	555
<i>Liability Insurance for building</i>	-	-	750	769
Charges for filing fees	-	-	-	2,300
Total Office Expenses	\$5,455	\$10,096	\$5,856	\$7,999

Louisiana Revised Statue 13:784 states:

Upon the request of the clerk, the police jury shall provide him with all necessary office furniture, equipment, and record books.

Out of any surplus in his salary fund, each of the clerks of the district courts may purchase office furniture, equipment, record books, and supplies as may be needed for the proper conduct of his office and may expend funds for renovation of his office, all in accordance with public bid law of the state.



Jackson Parish Police Jury

Committee Assignments

Monday, August 3, 2020 Business Session

Operations Committee:

Amy Magee (Chairman), Lewis Chatham, Lynn Treadway

- Road Department:
 - Parish Road System
 - Parish engineer and Road Superintendent reviewing roads for possible removal
 - Review updated cost estimate for Shalimar Road
- Solid Waste Department:
 - Negotiate agreement with Union Parish for dumping fees (July/August)
 - 2020 model bin site
 - Eros bin site upgraded camera system
 - Annex building under construction, needs permits and electricity

Policy & Personnel Committee:

Tarneshala Cowans (Chairman), Lewis Chatham, Regina Rowe

- Policies:
 - Updated COVID-19 Policy
 - Setup Policy – consider changing 40-hour minimum to workday/shift minimum (needs detailed procedures)
 - Sandbag policy
 - Work with the Sheriff's Office to establish a new sandbag location and sign an agreement specifying responsibilities for materials and distribution
 - Safety Policy for PPE (boots, hi-vis shirts, vests, etc.) and for safety meetings
 - Record Retention Policy and schedule
 - Personnel Manual: review, update, and adoption
 - Review Community Center rental policy for updates – address new land area, temporary liquor permit for events, and "post-certified" officers or Sheriff's Department deputies required
- Ordinances:
 - Groundwater Protection Ordinance – ready for review and introduction to the Jury
 - Alcohol Ordinance - consider amendment for special events, non-profits, etc., general review and update

Veterans Committee:

Lewis Chatham (Chairman), Tarneshala Cowans, Regina Rowe

- Begin planning for the 2020 Veterans Event (or alternative due to COVID-19)
 - Program of events
 - Volunteers for decorating, emcee, sound technician
 - Bids for catering, decorations, etc.

Finance Committee:

Todd Culpepper (Chairman), John McCarty, Tarneshala Cowans

- Review budget vs. actual for the month to-date and make any necessary amendment recommendations



Jackson Parish Police Jury

Project Committee:

Regina Rowe (Chairman), Todd Culpepper, Amy Magee

- Hospital drainage project (FEMA): in negotiations for drainage servitude

Economic Development Committee:

Lynn Treadway (Chairman), John McCarty, Regina Rowe

- Certification of land on Industrial Drive
 - Requires the relocation of the Town of Jonesboro's effluent line
- Seek out economic opportunities in Jackson Parish

Parish Cleanup Committee:

John McCarty (Chairman), Todd Culpepper, Lynn Treadway

- Clean Up Event (Love the Boot) delayed due to COVID-19



Jackson Parish Police Jury

Actions Needed for Parish Boards

Jurors,

The following is a breakdown by District of the actions needed for Parish Boards as of August 2020. We will continue to add the expirations as they come up each month. Please also review the "At Large" section as membership for these vacancies is open to all districts.

District 1: *No action needed at this time.*

District 2:

Board	Member	District	Phone #	Action Needed
Watershed Commission	Benson Bagwell	2	(225) 445-6533	Term expires 8/8/2020, in good standing Re-appoint or fill with new member 2-year term ending 12/31/2021

District 3: *No action needed at this time.*

District 4:

Board	Member	District	Phone #	Action Needed
Hodge Fire District	VACANCY	4		2-year term ending 12/31/2021

District 5: *No action needed at this time.*

District 6:

Board	Member	District	Phone #	Action Needed
Jonesboro Fire District	VACANCY	6		2-year term ending 12/31/2022

District 7:

Board	Member	District	Phone #	Action Needed
Tourism	Kelly Spangler	7	243-5396	Fill term from Lise' Robinson, expires 9/2021

At Large:

Board	Member	District	Phone #	Action Needed
Hospital	VACANCY	(any)		Complete unexpired term ending 8/1/2023 Must be an MBA
Museum	(4) VACANCIES	1 2 (2-any)		10-member board, all districts to be represented. 3-year term ending 12/31/2022

Joseph C. Earle, Managing Member
Nella Tod Plantations, LLC & Helon's Plantations, LLC
111 Sandesta Drive
Alto, NM 88312

Ph: (575) 686-9516
E-mail: earle@cp-tel.net

July 16, 2020

Jackson Parish Police Jury
C/o Jonesboro State Bank – Chuck Allen
P. O. 580
Jonesboro, LA 71251

Dear Police Jury Members:

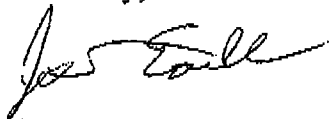
Mr. Allen called to my attention that the Police Jury is contemplating closing the Sugar Creek road. That road is the only public access my family has to a 600 acre tract of timberland we own through the above referenced entities and my cousin, Janet L. Luther. As such, we object to closing this public road.

I understand that Range Resources owns a producing gas well located just before my land and Weyerhaeuser has land beyond mine on Sugar Creek road. If a Right-of-Way agreement providing my family access to our property, assignable by my family and in perpetuity, with whomever has the right to grant such a Right-of-Way, such an agreement would probably be acceptable to my family.

Todd Culpepper called me regarding this proposed road closing and this was the jest of our conversation.

Please call or e-mail any questions or comments you have.

Sincerely,



Joe Earle

Cc: Robert A. Earle



Jackson Parish Police Jury
 500 E. Court Street, Room 301
 Jonesboro, LA 71251
 (318) 259-2361 ext. 203
gthomas@jppj.org

2020 Municipal Appropriations

Municipality	Eligible Amount	Requested Project/Item	Other Notes
Chatham	\$512.50	Purchase new street signs for the town	
East Hodge	\$6,378.51	Repairs on Church and Brown Street, stop signs, repair sewage pump	Mayor is amending request for a special project for major construction on Church and Brown Streets
Eros	\$6,750.00	Repairs to First Street where road is caving in	
Hodge	\$1,750.00	Purchase and install flagpole at city hall	
Jonesboro	No Award		Remaining balance from Thrasher Road project is \$27,500 for 2020
North Hodge	\$6,750.00	Street repairs, fire hydrant maintenance and repairs, and maintenance for the village	Request not specific enough for S/T to confirm
Quitman	\$6,750.00	Repairs to equipment used for spraying weeds, weed eating, & trash pickup. VIN #JK1AFCM11BB507093	

	Municipality							Total Appropriations
	Chatham	East Hodge	Eros	Hodge	Jonesboro	North Hodge	Quitman	
2020:								
Annual Appropriation	\$ 6,750.00							
Prior Balance From Past Projects	\$ 6,237.50	\$ -	\$ -	\$ 5,000.00	\$ 27,500.00	\$ -	\$ -	
Current Year Special Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Description/Notes:</i>	<i>Materials to overlay Mill Loop Rd.</i>			<i>Rebuild retaining wall</i>	<i>Thrasher Road</i>			
Outstanding Coroner's Fees	\$ -	\$ 371.49	\$ -	\$ -	\$ -	\$ -	\$ -	
On Non-Compliance List (Y/N)?	N	N	N	N	N	N	N	
Annual Appropriation Amount	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	\$ 6,750.00	
Total Appropriation Award	\$ 512.50	\$ 6,378.51	\$ 6,750.00	\$ 1,750.00	NO AWARD	\$ 6,750.00	\$ 6,750.00	\$ 28,891.01
Check Date, Number, Etc.								

**Chief of Police
Brandon Myers**

**Clerk
Lynette Roberts
Bobbie Chatham**

**Attorney
Gary Nunn**

**TOWN OF CHATHAM
Dwight Cooper, Mayor
P.O. Box 7
Chatham, La. 71226
Ph: (318) 249-2541
Fax: (318) 249-4436**

**Board of Aldermen
Gregory Harris
Frank Horrell
Toni Malone
Laverne Mixon
Sue Ann Proffer**

June 24, 2020

Jackson Parish Police Jury
VIA Email: gthomas@jacksonparishpolicejury.org

RE: Street Signs

Dear Jackson Parish Police Jury:

Thank you for the appropriation of \$512.50 given to our municipality for 2020. The funds will be used to purchase new street signs for our town. Many of our sign have been damaged and are hard to read.

Thank you for the assistance you have given to us in the past. If any other commitment in regards to this request is needed, please contact me at (318) 249-2541.

Sincerely,

Town of Chatham



Dwight Cooper, Mayor

June 9, 2020

The Chatham Town Council met in regular session with the following members present: Mayor Dwight Cooper, Greg Harris, Marvin Davis, Toni Malone, Laverne Mixon and Sue Proffer.

Visitors: John Mize, Judy Cooper, Shawn Malone, Benson Bagwell

Meeting was called to order and invocation given.

Toni Malone offered the motion, seconded by Laverne Mixon and approved unanimously, to accept as read, the minutes of the regular meeting on May 12, 2020.

Toni Malone offered the motion, seconded by Marvin Davis and approved unanimously, to pay the monthly bills.

Toni Malone offered the motion, seconded by Greg Harris and approved by all, to adopt the Ground Water Protection Ordinance # 12-172, which establishes a Drinking Water Protection Critical Area around each water well serving an active public water system.

Marvin Davis offered the motion, seconded by Greg Harris and approved unanimously to adopt Ordinance 12-173, authorizing the issuance of One Hundred Fifty Thousand Dollars of Utilities Revenue Bonds, Series 2020, to be used for water improvements.

Toni Malone offered the motion, seconded by Laverne Mixon and approved unanimously to declare the following as surplus property:

1. 250 GAL POLY TANK
1. 300 GAL POLY TANK
1. PROMINENT 1.9 GPH DOSING PUMP SKID
1. PROMINENT 0.55 GHH DOSING PUMP SKID

Sealed bids will be taken at the Town Hall, at 1709 Oak St., through Friday, July 10, 2020, at 10:00 am. Bids will be opened at regular meet on July 14, 2020, at 6:00 pm.

 **Toni Malone offered the motion, seconded by Marvin Davis and approved by all, to use the appropriation, from the Jackson Parish Police Jury for 2020, to purchase street sign.**

Toni Malone offered the motion, seconded by Marvin Davis and approved, to rezone property located at 132 Hwy 146, from residential to commercial. Approval is contingent on public hearing that will be held on June 23, 2020, at 1709 Oak Street, at 6:00 pm.

Toni Malone offered the motion, seconded by Marvin Davis and approved by all to introduce Ordinance 12-174, amending of Budget for FY 2019-2020 and Ordinance 12-175, adopting Budget for FY 2020-2021. Public hearing will be held on June 23, 2020, at 1709 Oak Street, at 6:00 pm.

The financial statements were presented and reviewed by Mayor and Council.

Motion by Sue Proffer, seconded by Toni Malone and approved to accept the financial statements as presented.

Motion to adjourn was offered by Toni Malone, seconded Greg Harris and approved by all.

Dwight Cooper, Mayor

Lynette Roberts, Clerk

Village of East Hodge
P.O. Drawer 10
East Hodge, La 71247
Phone No. (318)-259-9127 Fax No. (318)-395-8813

Hal Mims, Mayor
Gloria Moore, Alderwoman
Preston Trader, Aldermen

Robert Bradley, Aldermen

June 25, 2020

Jackson Parish Police Jury

Dear Police Jury Members:

To: The Jackson Parish Police Jury, The Village of East Hodge is requesting help to repair streets in East Hodge. The money's allocated by the Police Jury would be used as follows:

- (1) Fixing Church Street & Brown Street
- (2) Stop Signs (10)
- (3) Repairing of Sewage Pump

Sincerely Yours,
Hal Mims

Hal Mims, Mayor

Village of East Hodge
P.O. Drawer 10
East Hodge, LA 71247
Phone No: (318) 259-9127 Fax No: (318) 395-8813

Hal Mims, Mayor
Gloria Moore, Alderwoman

Robert Bradley, Alderman
Preston Traxler, Alderman

Date: 07/24/2020

To: Jackson Parish Police Jury

Per our last schedule meeting that was held July 14, 2020 that was motion
by Robert Bradley and, second by Preston Traxler to make some repairs on
Church Street and, Brown Ave. and, purchase of stop signs.
All agreed.

Thank you,
Sincerely,



Mayor Hal Mims

TOWN OF EROS

**P.O. BOX 200
EROS, LA 71238
318-249-2183**


The Town of Eros board of Aldermen meeting was held July 22, 2020 at the Eros Town Hall. The following members were present; Mayor Kelly Gryder. Aldermen; Joe Spillers, David Howard, April Hammett. Maintenance Brian Costin. Chief of police Wayne Rayburn. Clerk; Madison Coleman. Visitors, Cheryl Parrish. Darrell Avery and Canaan Cotton.

The meeting was called to order by Mayor Kelly Gryder. Invocation was given by David Howard.

Motion to accept minutes as read Joe Spillers. Seconded by David Howard. All approved.

Motion to accept financial report April Hammett. Seconded by Joe Spillers. All approved.

Motion to pay monthly bills Joe Spillers. Seconded by David Howard. All approved.

 Motion to use the Jackson Parish Police Jury Municipal Appropriations on first street to fix where it is caving in. Joe Spillers. Seconded by David Howard. All approved.

Public comments:

RESOLUTION NO. 207

AN RESOLUTION ACCEPTING AN APPROPRIATION FROM THE JACKSON PARISH POLICE JURY, SPECIFYING THE USE OF ANY SUCH APPROPRIATION AND AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH REGARD TO THAT APPROPRIATION AND PROVIDING FOR MATTERS RELATED THERETO

At the regular meeting of the Board of Aldermen of the Village of Hodge, Louisiana the following Resolution was offered by Alderman WILLARD WILLIS and seconded by Alderman Wayne Buchan, to-wit:

WHEREAS the Jackson Parish Police Jury has advised that it is willing to make an appropriation to the Village of Hodge, Louisiana in the amount of \$1,750.00 provided that the Village of Hodge agrees to utilize the appropriation for something which benefits citizens as a whole and can be specifically identified; and

WHEREAS the Village of Hodge has recently moved into a new Village Hall which location does not have a flag pole on which the flag of the United States of America can be proudly displayed, the flying of said flag being something which will in fact benefit all of the citizens of the Village of Hodge as a whole;

BE IT RESOLVED that the Village of Hodge use the \$1,750.00 appropriation to be received from the Jackson Parish Police Jury for the purchase and installation of a new flag pole at the new Village Hall.

BE IT FURTHER RESOLVED that the Honorable Gerald T. Palmer be and he is hereby authorized to advise the Jackson Parish Police Jury of the adoption of this Resolution and to sign, on behalf of the Village of Hodge, a cooperative endeavor agreement with the Jackson Parish Police Jury to implement the purpose of this Resolution and obligate the Village of Hodge to use said

appropriation for the purpose set forth herein.

Said Resolution having been offered, seconded and discussed was voted on with the following vote:

AYES: BUCHAN, FOX, WILLIS

NAYS: NONE

ABSENT: NONE

whereupon said Resolution was declared adopted this the 7TH day of JULY, 2020 at a regular meeting of the Board of Aldermen of the Village of Hodge at which a quorum were present and voting.

ATTEST:

Zelphia Schmidt
CLERK

Alfred Palmer
MAYOR



Phone: 318-259-4272

VILLAGE OF NORTH HODGE

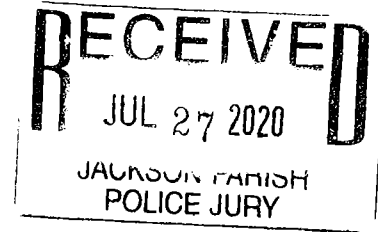
P.O. Box 520 | Hodge, Louisiana 71247

Mayor Kathy Robertson



Fax: 318-259-1055

July 24, 2020



Jackson Parish Police Jury
Courthouse
500 East Court Street, Room 301
Jonesboro, LA 71251-3446
Phone: (318) 259-2361
Fax: (318) 259 5660

Re: 2020 Jackson Parish Police Jury Municipal Appropriations: Letter of Intent

Dear Jackson Parish Police Jury,

The Village of North Hodge intends to use the appropriated monies of \$6,750.00 from the Jackson Parish Police Jury for street repairs, fire hydrant maintenance and repairs, and maintenance for Village.

We appreciate your help in this matter.

Thank You!

Kathy Robertson, Mayor

The Village of North Hodge held our regular monthly meeting on July 14, 2020 at 5:15 p.m. Those present were Mayor Kathy Robertson, Asst. Clerk Asia LeBrun, Alderman Chasity Womack, Alderman Ernest "Ernie" Roden, Alderman Andrea Woods, Chief Dillon. Some visitors from the Village were present.

Copies of last month's minutes were distributed to the board members and visitors present.
Mayor Robertson greeted everyone.
The Mayor called the meeting to order.
The Mayor asked for invocation.
Alderman Roden led the Pledge of Allegiance.

Public Comments:

Alderman Woods inquired about when we will be able to replace the Idaho Street street signs.
A discussion was made in regard to the bridge on Line Ave. being inspected.

Chief Dillon gave a brief Police Department update and also discussed the LENSS agreement progress.
General discussion was had about police matters.
Changes to the curfew ordinance were addressed and were asked to be added to next month's agenda.

Mayor called for the first agenda item: **Bills to be paid:**
Discussion was had on current bills.

Alderman Woods made the motion to "pay the bills".
Alderman Womack made the second. All in favor, motion carried.

Old Business: No old business.

New business:

Jackson Parish Police Jury Appropriation 2020.
Discussion was made that in order to follow the Jackson Parish Police Jury's requirements to receive the money for the town that we had to include in our meeting; North Hodge's plans for said grant, as well as including it's mention in the minutes for the newspaper.
Discussion was made about town maintenance.

Alderman Roden made a motion to agree with the Jackson Parish Police Jury's requirements for receiving the grant money.
Alderman Woods made the second.
All in favor, motion carried.

Mayor Robertson made the motion to amend agenda to discuss Ordinance 171F.
Alderman Womack made a motion to amend the agenda to discuss Ordinance 171F.
Alderman Woods made the second.
All in favor. Motion carried.
General discussion was made to revise Ordinance 171F to include a reduced water and sewer rate for those standby accounts who aren't using water from month to month.

A general discussion was made about a letter the Village has written up to distribute to the residents of the Village of North Hodge regarding unpaid back water bills due to COVID-19.

Mayor's Comments: None.
Being no more business on the agenda, Alderman Roden made the motion "to adjourn."
Alderman Woods made the second. All in favor, motion carried.

Meeting adjourned at approximately 5:47 p.m.



Village of Quitman

July 8, 2020

Amy MaGee, President
Jackson Parish Police Jury
500 E. Court Street, Room 301
Jonesboro, LA. 71251

Dear President MaGee,

The Village of Quitman intends to use the Police Jury maintenance allocation to repair equipment: VIN JK1AFCM11BB507093, License number OR407658. This equipment is used for spraying weeds, weed eating and picking up trash.

Any remaining funds will be used to purchase cold mix.

If you need any more information, please contact at 318-259-8014 or 318-278-4588.

Thank you.

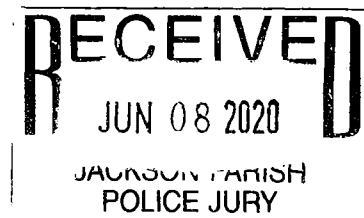
Respectfully,
Joe Vail, Mayor

Village of Quitman





Village of Quitman



June 4, 2020

Amy MaGee, President
Jackson Parish Police Jury
500 E. Court Street, Room 301
Jonesboro, LA. 71251

Dear President MaGee,

In its regularly monthly Council meeting on June 2, 2020, a motion was made by James Trull and seconded by Brian Burns, to accept the annual Maintenance allocation for 2020, from the Jackson Parish Police Jury. The motion was approved unanimously.

These funds will be used to repair equipment that has broken down or has other mechanical issues. If you need more information, please contact me at 259-8014 or 278-4588.

The Village of Quitman appreciates the help it has received from the Police Jury in our efforts to make Quitman as good as it can possibly be.

Respectfully,
Joe Vail

Mayor
Village of Quitman

SECRETARY OF STATE
STATE OF LOUISIANA



R. KYLE ARDOIN
SECRETARY OF STATE

P.O. Box 94125
BATON ROUGE, LA 70804-9125

July 27, 2020

Gina Thomas, Secretary-Treasurer
Jackson Parish Police Jury
500 E. Court St., Rm. 301
Jonesboro, LA 71251

Dear Secretary-Treasurer Thomas:

I am writing as no individuals qualified for the office of Constable, Justice of the Peace District E, Parish of Jackson for the Fall 2020 election. Qualifying was held July 22, 23 & 24, 2020. Thus, a vacancy exists pursuant to La. R.S. 18:585 and must "be filled in accordance with the provisions of the constitution or of law."

Pursuant to La. R.S. 18:583, an anticipated vacancy has occurred in the above-specified office. The governing authority shall therefore within twenty (20) days from the end of qualifying call a special election in accordance with La. R.S. 18:402 and La. R.S. 18:602 **on or before August 13, 2020**. The next available election is March 20, 2021, primary, and April 24, 2021, general with qualifying dates of January 20, 21, & 22, 2021.

After the proclamation is issued calling the special election, a certified copy of the proclamation is to be mailed to our office. If the governing authority does not timely call the special election, we will forward a request to the Governor to do so pursuant to La. R.S. 18:602.

Additionally, pursuant to La. R.S. 18:583(D)(1) and La. R.S. 18:602, the governing authority shall within twenty (20) days of the office actually becoming vacant (after **January 1, 2021** but before or on **January 21, 2021**) make an appointment to fill the office. If the governing authority does not timely appoint an individual in connection with this vacancy, we will transmit notice to the Governor to do so in accordance with La. R.S. 18:602

If you have any questions concerning the above, please contact me at (225) 287-7475.

Sincerely,

Ray Wood
Attorney

Enclosure

cc: Hon. Laura Humble Culpepper, Jackson Parish Clerk of Court
Hon. Angie C. Roberts, Jackson Parish Registrar of Voters



JACKSON PARISH POLICE JURY

Courthouse

500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

MEMBERS

Motion _____, seconded _____ to adopt the following proclamation.
Motion carried.

District 1
TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2
LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3
AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4
JOHN W. MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5
TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

District 6
REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7
LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

PROCLAMATION

WHEREAS,

no individual has qualified for the elected office of Constable, Justice of the Peace District E, Parish of Jackson, for the fall 2020 election, which qualifying dates were July 22, 23, & 24, 2020;

WHEREAS,

the failure of anyone to qualify for the elected office of Constable, Justice of the Peace District E, Parish of Jackson has created an anticipated vacancy in the office and the unexpired term of office exceeds 18 months.

NOW, THEREFORE, the Jackson Parish Police Jury does hereby issue this

Proclamation pursuant to LA R.S. 18:602 ordering a special election to fill the said vacancy in Jackson Parish, LA until a special election can be had on the following dates:

- (1) The Special Primary Election shall be held on March 20, 2021; and
- (2) The Special General Election, if necessary, shall be held on April 24, 2021;
- (3) The dates for qualifying for the candidates in the Special Election shall be January 20, 21, & 22, 2021.

This Proclamation shall be published in the official journal of the Jackson Parish Police Jury and a certified copy thereof shall be sent by mail to the Louisiana Secretary of State as required by law.

CERTIFICATE

I, Gina M. Thomas, Secretary-Treasurer of the Jackson Parish Police Jury do hereby certify that the above and foregoing is a true and correct copy of the Proclamation passed by the Jackson Parish Police Jury during the Regular Meeting held on Monday, August 10th, 2020.

Jonesboro, Louisiana, this 10th day of August, 2020.

Gina M. Thomas
Secretary-Treasurer

BUILDING LEASE/NONSTATE

The following contract of lease is made and entered into this 10th day of August 2020 by and between Contractor, referred to as "Lessor", herein represented by Jackson Parish Police Jury, and the State of Louisiana, Department of Children and Family Services, through the Economic Stability, herein represented by the undersigned hereinafter referred to as "Lessee".

1.

For the consideration and upon the term and conditions hereinafter expressed, the Lessor has this day rented, let and leased unto Lessee, for a period of five years, commencing August 10, 2020 and ending August 10, 2025. The space is required after the ending date, Lessor agrees to extend the lease on a daily basis, until written notice by Lessee to Lessor that the leased premises is no longer required.

" square feet of usable space located at 182 Industrial Drive, Jonesboro, Louisiana, to be used by the Department of Children and Family Services/Economic Stability, as a DSNP operation, at the daily rate of \$ with parking spaces provided."

2.

Lessor and Lessee agree to comply with the attached Cooperative Endeavor Agreement entered into on the 10th day of August 2020, as well as all attachments.

This lease has been procured in accordance with Executive Order Number #

IN WITNESS WHEREOF, the parties hereto have signed their names on the dates listed below, in the presence of the undersigned competent witnesses:

WITNESS:

LESSOR: Charles H. Garrett Community Center

Printed Name: Gina Thomas

BY: Amy Magee, President

Date: August 10, 2020

Printed Name: Bonnie Paggett

LESSEE: Department of Children and Family Services (Economic Stability)

Printed Name:

BY: Name, Title

Date:

Printed Name:

APPROVED:

This day of , 2020.

Office of the Governor
Division of Administration

BY: Mark A. Moses, Director
Facility Planning and Control

**STATE OF LOUISIANA
COOPERATIVE ENDEAVOR AGREEMENT**

THIS COOPERATIVE ENDEAVOR (the "Agreement" or "Cooperative Endeavor" or "CEA") is made and entered into this 18th day of December, 2019 by and between the Department of Children and Family Services (Economic Stability), and the Jackson Parish Police Jury officially domiciled at 500 E. Court Street, Room 301, Jonesboro, LA and Contractor are referred to jointly as "Parties" and individually as "Party."

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

1.2 WHEREAS, Department, a state agency, desires to cooperate with Contractor in the implementation of the project hereinafter provided;

1.3 WHEREAS, the State of Louisiana provides several types of specialized emergency facilities for citizens moving out of harm’s way prior to and during a disaster. These specialized facilities can be used for any of the following: Critical Transportation Needs Shelters (CTNS), Medical Special Needs Shelters (MSNS), Temporary Medical Operation and Staging Areas (TMOSA) and Federal Medical Stations (FMS), which are operated by the U.S. Department of Health and Human Services; and/or DSNAP site. This CEA is being used for a DSNAP Site.

1.4 WHEREAS, Title 34 of Government Contracts, Procurement, and Property Control authorizes the Executive Branch to procure and find cost effective solutions for each of the Departments of the Executive Branch and it is to this end that the Jackson Parish Police Jury intends to provide: square footage located at 182 Industrial Drive, Jonesboro, LA.) (hereinafter referred to as “Facilities”), which will produce cost savings to the Department and the state as a whole;

1.5 WHEREAS, during a declared emergency, the Facilities shall be used for and meet the necessary standards of the following specific public purpose(s):

- DSNAP site to assist in the benefits process.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE II - GUIDING PRINCIPLES

2.1 This Agreement is entered into by the Parties to provide a cooperative solution to the establishment of a State and/or Federally operated Facility during a State declared emergency.

- a. Points of Contact: In the event of a declared emergency, timely, clear, and efficient communication between the parties is imperative to ensuring the successful implementation of the Emergency Facility Service(s). Therefore, the Parties understand and agree that the Points of Contact (POC) must be up-to-date and readily available to discuss the emergency arrangements.
- b. The POCs for the respective parties shall be:

DEPARTMENT's POC:

A. Primary Contact: Jacqueline Morris
Title: Regional Administrator
Address: 24 Accent Drive, Suite 106
Monroe, LA 71202
Telephone No: 318-372-3320
Cell No: 318-372-3320
Fax No: 318-362-3055
Email: Jacqueline.morris.dcfcs@la.gov

B. Alternative Contact: Mary Smith
Title: DSNAP Coordinator
Address: 1045 E. Madison Ave
Bastrop, LA 71220
Telephone No: 318-283-0826 ext. 203
Cell No: 318-237-8200
Fax No: 318-283-0808
Email: mary.mcdowellsmith.dcfcs@la.gov

Contractor's POC:

A. Primary Contact: Mark Treadway
Title: OEP Director
Address: 319 Jimmie Davis Blvd.
Jonesboro, LA 71251
Telephone No: (318) 278-2504
Cell No: (318) 278-2504
Fax No: (318) 259-5660
Email: oepp@jppj.org

B: Alternative Contact: Gina Thomas
Title: Secretary-Treasurer
Address: 500 E. Court Street, Rm 301
Jonesboro, LA 71251
Telephone No: (318) 259-2361 ex. 3
Cell No: (318) 278-2935
Fax No: (318) 259-5660
Email: gthomas@jppj.org

Should either Party need to modify or replace their respective POC due to a vacancy, department reorganization, or any other reason, written notice of the replacement POC shall be sent to the other Party within fifteen (15) days of the vacancy event.

- c. The Contractor will remain committed to assisting Department in the entire process of the use the Facilities during the State declared emergency and the Parties will cooperate with each other in determining the daily operations, points of contact and other necessary information to ensure the safe and efficient running of the Facilities.

ARTICLE III - SCOPE OF SERVICES

3.1 The Contractor shall provide the Facilities, located at the Charles H. Garrett Community Center at 182 Industrial Drive, Jonesboro, LA 71251 for the use by Department during a State declared Emergency.

3.2 The specifications and details of the Facilities and a detailed description of all other potential services performed as part of this Agreement by Contractor are found attached hereto as **Attachment A**.

3.3 All payment terms and/or cost of additional services within the scope of work as part of this Agreement are found attached hereto as **Attachment A**.

ARTICLE IV- FACILITY AND EQUIPMENT

4.1 The Parties shall:

A. The Contractor hereby agrees to the following:

1. The Contractor's POC shall coordinate all of the Contractor's activities under this Agreement.
2. The Contractor shall permit Department to use the Contractor's facility for the purpose of implementation of the facility during periods of a federal or state declared emergency or disaster.
3. The Contractor and Department shall establish the specific use by Department and the procedures associated therewith of the Facilities and all other necessary services for the operation of the facility including, but not limited to housing, feeding, maintenance, custodial and such other services and materials as may be mutually agreed upon. Services and materials shall be provided at the times requested. All identified costs and methods of repayment associated with the use of the Facilities or services shall be set forth in Attachment A.
4. The Contractor shall immediately notify the Department's POC for of any damages, modification, construction, or other matter that would prevent the Facilities from being used in the intended manner during a declared emergency.
5. The Contractor shall allow Department to bring all necessary equipment onto the premises to operate a State and/or federal ran facility.
6. The Contractor shall provide invoices and billing statements in the manner and method contemplated in accordance with Attachment A. All invoices and billing should contain necessary documentation pertaining to the particular usage and fee schedule. The Contractor must present all invoices/billing to Department no later than forty-five (45) days after closure of said facility.
7. Department is responsible for contacting the State Fire Marshal to seek approval for operation of a facility at the leased location. Contractor agrees to comply with any order issued during

the lease term by the State Fire Marshal's Office within the timeframe mandated by that office. Failure to do so will constitute a breach of the terms of said lease.

8. Contractor must provide documentation of compliance with the Department of Environmental Quality requirements for asbestos as provided in with LAC 33:III.2707 which can be either written confirmation that that construction occurred after 1978 or compliance documents from DEQ for construction before 1978. All documentation required under this section should be forwarded to the Division of Administration as an attachment to this CEA.

B. Department hereby agrees to the following:

The Department's POC shall coordinate the Department's activities as outlined in the scope of work.

1. Department shall contact the Contractor's POC within a minimum of six (6) and a maximum of twenty-four (24) hours of activating Facility to start operations at Facility.
2. Department shall review the submitted billing, if any, of the Contractor for any and all damage (normal wear and tear excluded) to the Facilities and premises caused or contributed to by Department. The Department will be authorized to take photographs of the Facility prior to activation of the Facility. If Department determines that sufficient documentation is provided to support the claim, Department will approve for submission to for payment.

ARTICLE V INSURANCE

5.1 If both Parties are participants of Louisiana's self-insurance program, the Parties shall defer to the Office of Risk Management's (ORM) guidelines, requirements, and obligations to ensure proper insurance coverage and, in cases of dispute of insured liability, ORM will investigate and determine the liability of the Parties.

5.2 If Section 5.1 is not applicable to this Agreement, the Facility shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property:

- a. Workers Compensation: Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Facility's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. A.M. Best's Insurance Company rating requirement may be waived for worker's compensation coverage only.
- b. Commercial General Liability: Commercial General Liability insurance shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. Insurance Services Office Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana) is to be used in the policy. Claims-made form is unacceptable.
- c. Professional Liability (Errors and Omissions) coverage: Professional liability shall have a minimum limit of \$1,000,000 per occurrence. "Claims-made" coverage is acceptable with the date of the inception of the policy no later than the first date of the anticipated work under this contract. The "claims-made" policy shall provide coverage for the duration of this contract and shall have an expiration date no later than 30 days after the anticipated completion of the contract. Furthermore, the policy shall provide for an "extended reporting period" of not less than 24 months, with full

reinstatement of limits, from the expiration date of the policy and shall not be cancelled for any reason other than non-payment of premiums.

5.3 Subcontractors: Facility shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining all certificates provided for each subcontractor.

5.4 For Nonstate DSNAP, and Private Facilities, Section 5.2 & Section 5.3 can be discussed in Attachment A.

ARTICLE VI - NON-DISCRIMINATION

6.1 The Parties agrees to abide by all requirements of all federal and state law and, specifically, the following, as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the Parties agree to abide by the requirements of the Americans with Disabilities Act of 1990.

6.2 The Parties agrees not to discriminate in their employment practices and will render services under this Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

6.3 In accordance with Executive Order Number JBE 18-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, the Parties hereby certify that they are not engaging in a boycott of Israel, and shall, for the duration of this Agreement, refrain from a boycott of Israel.

6.4 Department reserves the right to terminate this Agreement if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the Agreement.

ARTICLE VII - MONITORING

7.1 The Department's Contract Monitor for this agreement shall be the Department's POC as listed Section 2.1(b).

7.2 Monitoring Plan: During the term of this Agreement, the Department's POC shall ensure the Contractor's facilities are capable of meeting the desired Facility purpose. Should the need arise, the Department's POC shall meet with the Contractor's POC to discuss modifications, remedies, or other alternatives to ensure the State's emergency services are met and to ensure the Parties are in full compliance with requirements of this Agreement.

ARTICLE VIII- PAYMENT TERMS

8.1 This is an emergency contingency agreement. Therefore, unless the Facility(s) are activated during a declared emergency, there are no payments, exchange of funds, or reimbursement for travel expenses between the Department and the Contractor as part of the Cooperative Endeavor Agreement.

8.2 In the event the Facility Service(s) are activated during a declared emergency, reimbursements for expenditures occurring between the Department and the Contractor as part of the Cooperative Endeavor Agreement shall be constrained to those services contemplated in Attachment A.

ARTICLE IX - TERMINATION FOR CAUSE

9.1 Either party may terminate this Agreement for cause based upon the failure of the other party to comply with the terms and/or conditions of the Agreement; provided that the terminating party shall give the other party written notice specifying its failure. If within thirty (30) days after receipt of such notice to the POC, the notified party shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the terminating party may, at its option, place the notified party in default and the Agreement shall terminate on the date specified in such notice. Notwithstanding any of the foregoing, both parties may exercise any additional rights available to them under Louisiana law to terminate for cause upon the failure of the other party to comply with the terms and conditions of this Agreement.

ARTICLE X - TERMINATION FOR CONVENIENCE

10.1 Either party may terminate the Agreement at any time by giving sixty (60) days written notice to the Contractor. Upon receipt of notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all work contemplated under this Agreement, including the use of any software and/or proof of concept procedures in connection with the performance of this Agreement.

ARTICLE XI - OWNERSHIP

11.1 All records, reports, documents, equipment and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by the Contractor to the State, at the Contractor's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this Agreement and/or obtained or prepared by the Contractor in connection with performance of the services agreed to herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State at the Contractor's expense at termination or expiration of this Agreement.

ARTICLE XII - ASSIGNMENT

12.1 The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State.

ARTICLE XIII - AUDITOR'S CLAUSE

13.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contractor which relate to this Agreement.

13.2 Contractor and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this Agreement for a period of five years after the date of termination of the Agreement and any subcontract entered into under this Agreement.

ARTICLE XIV - ATTACHMENTS

14.1 Attachment A to this CEA contains all necessary additional terms for this Contractor. Attachment A is attached and made a part of this Agreement by reference. Examples of items included in Attachment A are overall Scope of Work, Fee Schedule, Emergency Lease Documents, etc.

ARTICLE XV - COUNTERSIGNATURE

15.1 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

ARTICLE XVI - AMENDMENTS IN WRITING

16.1 Any alteration, variation, modification, or waiver of provisions of this Agreement, other than written modification of a Party's POC, shall be valid only when it has been reduced to writing, executed by all Parties and approved by the Director of the Office of Contractual Review, Division of Administration.

ARTICLE XVIII - TERM OF AGREEMENT

17.1 This Agreement shall begin on August 10, 2020 and shall terminate on August 10, 2025 .

THUS DONE AND SIGNED AT Jonesboro, Louisiana on the 10th day of August .

[Signature Page to Follow]

SIGNATURES:

WITNESSES SIGNATURES:

Charles H. Garrett Community Center

By: _____

Print Name Gina Thomas

Title: President

Date: 8/10/2020

Print Name Bonnie Paggett

WITNESSES SIGNATURES:

DEPARTMENT OF Children and Family Services

By: _____

Print Name _____

Title: _____

Date: _____

Print Name _____

APPROVED:

This _____ day of _____, 2020

**Office of the Governor
Division of Administration**

BY: _____

**Mark A. Moses, Director
Facility Planning and Control**

ATTACHMENT A

(Documentation provided as part of CEA)

1. Emergency Lease Agreement
2. Any Other Documentation

This is a flexible attachment which need to have any of the documentation that DCFS will need to show the costs associated with the use of this facility. The Contractor should at a minimum have fee schedule, general agreed upon terms, any specific instructions needed, etc.