



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:

Tuesday, April 14, 2020, 2:00 PM

April 15, 2020 Special Meeting

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:

Wednesday, April 15, 2020

MEETING TIME:

2:00 PM

PLACE OF MEETING:

**Jackson Parish Courthouse, Room 301
500 E. Court Street
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Other Business

- 1.** Consider and act on Payroll Protection Program Resolution for the Jackson Parish Hospital
- 2.** Consider and act on emergency day declarations and procedures for staff, if necessary

Announcements & Notifications

Adjourn

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 3

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.

See the following instructions for teleconference or video conference access to this meeting.



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You may submit any public comments to our email address, and they will be read aloud at the appropriate time.

administration@jppj.org

Instructions for Teleconference:

If you would like to be called to listen in to this public meeting, please call or email our office with your information and we will call your designated phone number prior to the meeting.

Office Phone: (318) 395-6020

Email: administration@jppj.org

Instructions for Video Conference:

1. From your computer or mobile device, either click on or copy/paste the following link into your web browser.
 - a. You may be asked to launch the application, select "Yes"

Join Zoom Meeting

<https://us04web.zoom.us/j/7729908549?pwd=WEQ0K1h2Y3M1dYtSdWFFQalpBkJJQT09>

2. When prompted, enter the following information:

Meeting ID: 772 990 8549

Password: 03302020



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CERTIFICATE:

The Jackson Parish Police Jury will Meet via teleconference in Special Session on Wednesday, April 15, 2020 at 2:00 PM.

The Police Jury is authorized to meet via teleconference pursuant to Proclamation JBE 2020-30, extended with Proclamation JBE 2020-43. The Jackson Parish Police Jury would otherwise be unable to operate due to the quorum requirements under R.S. 42:19.

The following Resolution was offered by _____ and seconded by

RESOLUTION # 01-0415-2020

A resolution of the **Jackson Parish Police Jury**, approving the request of the Jackson Parish Hospital Service District No. 1 for authorization to: issue not exceeding \$1,913,770.82 of Revenue Notes, in one or more series; to make application to the State Bond Commission for approval of and providing for the sale and certain terms of said Revenue Notes; and providing for other matters in connection therewith.

WHEREAS, the Jackson Parish Police Jury must approve and authorize the Jackson Parish Hospital Service District No. 1's incurrence of certain debts, including the debt at issue in this Resolution;

WHEREAS, Section 1060 of Title 46 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority authorizes a hospital service district to incur debts and contract obligations for the carrying out of the objects and purposes for which the hospital service district was created;

WHEREAS, as a result of the COVID-19 pandemic and concurrent economic downturn, the Jackson Parish Hospital Service District No. 1 (hereinafter sometimes referred to as the "Issuer") may need to identify financing for operations and expenses in the current and upcoming fiscal years to ensure the continuity of essential government functions;

WHEREAS, the Issuer wishes to incur debt and issue not exceeding \$1,913,770.82 of its Revenue Notes, or any other such designation as may be required by the Small Business Administration under the Paycheck Protection Program (the "PPP") should the borrowing take place pursuant to the PPP, in one or more series (the "Notes"), for the purpose of funding operations and expenses in the current and upcoming fiscal years, to mature no later than two (2) years from the date thereof, and to bear interest at a rate or rates not to exceed one per centum (1%) per annum; and

WHEREAS, the Issuer desires to make formal application to the State Bond Commission for approval of the Notes;

NOW, THEREFORE, BE IT RESOLVED by the **Jackson Parish Police Jury**, acting as the governing authority of the Issuer, that:

SECTION 1. Approval is hereby given to the incurrence of debt and issuance of not exceeding \$1,913,770.82 of Revenue Notes of the Issuer (the "Notes") in one or more series, each of which may be taxable or tax-exempt, for the purpose of funding salaries, wages, and other operating expenses in the current fiscal year is hereby authorized.

The Notes shall mature no later than two (2) years from the date thereof and bear interest at a rate or rates not to exceed one per centum (1%) per annum. The Notes shall be secured by and payable from all revenues to be received by the Issuer while the Notes are outstanding to the extent such revenues are available for the payment of debt service on the Notes. The Notes shall be issued in fully registered form and shall have such additional terms and provisions as may be determined appropriate by John Morgan, Chief Executive Officer of Jackson Parish Hospital Service District No. 1. "Notes" include any indebtedness obtained by the Issuer through a bank under the PPP. If Notes are issued pursuant to the PPP, the Issuer shall pay said administrative, closing, or other fees as required by the PPP.

SECTION 2. In accordance with the PPP and the emergency financing process authorized by the State Bond Commission, application is hereby made to the State Bond Commission, Baton Rouge, Louisiana, for consent and approval to issue, sell, and deliver the Notes.

By virtue of applicant/issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.", adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

SECTION 3. The Notes are hereby authorized to be sold to a purchaser, and John Morgan is hereby authorized to negotiate, enter into, sign, execute and deliver any and all contracts, agreements, and other documents associated with the sale of the Notes, provided the sale of the Notes is at a price not less than the principal amount of the Notes so sold and is within the parameters set forth herein. The authority granted in this Section shall be complete authority for the sale of the Notes by the Issuer.

This resolution having been submitted to a vote; the vote thereon was as follows:

<u>Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Abstain</u>
<u>Todd Culpepper</u>	_____	_____	_____	_____
<u>Lewis Chatham</u>	_____	_____	_____	_____
<u>Amy Magee</u>	_____	_____	_____	_____
<u>John McCarty</u>	_____	_____	_____	_____
<u>Tarneshala Cowans</u>	_____	_____	_____	_____
<u>Regina Rowe</u>	_____	_____	_____	_____
<u>Lynn Treadway</u>	_____	_____	_____	_____

And the resolution was declared adopted on this, the 15th day of April, 2020.

Secretary-Treasurer

President

STATE OF LOUISIANA

PARISH OF JACKSON

I, Gina Thomas, the undersigned Secretary-Treasurer of the Jackson Parish Police Jury, hereby certify that the foregoing two pages constitute a true and correct copy of the Resolution adopted by the Jackson Parish Police Jury, at a special meeting held on April 15th, 2020 at which a quorum was present and voting.

Jonesboro, Louisiana, this 15th day of April, 2020.

Secretary-Treasurer



Jackson Parish Police Jury

Emergency Day Policy

Adopted by the Jackson Parish Police Jury effective _____ TBD _____

PURPOSE: In the case of a serious event or Act of God that is out of the control of the Police Jury, State of Louisiana, or the United States Federal Government, the Jackson Parish Police Jury must plan for the safety of its staff,

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.

POLICY STATEMENT: It is the policy of the Parish that the Police Jury President may deem a workday or a portion of a workday an Emergency Day which will require employees to remain at home or be required to return home from work. Workdays may be deemed Emergency Days for purposes of this policy for emergencies or disasters, manmade or natural, such as severe weather, electrical outages or other dangerous situations.

PROCEDURES

- A. Once an Emergency Day is declared, all employees will be notified by telephone or in person by their Department Head that they do not have to report to work that day or that they are being sent home.
- B. All employees who remain at home or are required to go home will be paid as if it were a normal workday. An employee on authorized leave on an emergency day shall be paid at their regular rate for the number of hours they would normally be scheduled to work if the day were not an emergency day and shall have the number of hours of authorized leave taken credited back to their leave balance.
- C. Essential employees shall be designated by each Department Head upon any Declaration of Emergency and a list shall be submitted to the Secretary-Treasurer the same day. In addition, the Department Heads may be asked to provide a plan for alternating shifts to divide the department staff for situations that require rotations.
- D. The Department Head, Secretary-Treasurer, and President have the authority to flex schedules, shifts, and personnel to best fit the individual circumstances of the event. This may include assigning essential staff for limited hours or a specified days during the emergency declaration.
- E. In the event of an Emergency Day declared by the President, all essential employees must report in the manner required by their Department Head, for further instruction. Any essential employee who fails to report on an emergency day without prior authorization shall be subject to disciplinary action in accordance with the Personnel Manual.
- F. Essential employees required to work, or those employees deemed essential and called into work, will be compensated at a rate of one hour of annual leave for each hour worked, not to exceed eight (8) hours in a twenty-four hour period and not to exceed forty (40) hours in a five (5) day work week during the declared event. Additional OT must be reviewed and approved by the full Police Jury and applicable OT rates will be applied as part of the leave compensation.
 - a. The compensation leave will be tracked in the time and attendance system and added to the employees' leave balance at the end of the event.



Jackson Parish Police Jury

- G. Should an essential employee call in sick on an emergency day, that employee will be required to present a medical excuse on the first day returning to work, or the employee will be considered absent without leave and will not be compensated for the hours missed and may be subject to disciplinary action.
- H. In the event the President designates an emergency day as only affecting an isolated area of the government, only those employees unable to perform their normal duties will be compensated. All other departments will continue their operations as scheduled.
 - a. Examples of this would be an unsafe building issue at the Courthouse location that only impacts the Administrative and Maintenance Departments or severe weather that only impacts the departments and employees exposed to the outdoor elements.
- I. Employees that remain home or are required to go home by their Department Head for a self-quarantine due to a contagious disease as part of an Emergency Declaration will be paid at their regular rate of pay for the number of hours of their regular schedule, as provided in section A above.
- J. Additional provisions not foreseen in this policy may be provided at the discretion of the Secretary-Treasurer in coordination with the President so long as they are within reason and consistent with the provisions in this policy.
- K. Unless otherwise declared by the President, an emergency day for purposes of this policy shall not be the same as a declaration, an emergency, or disaster pursuant to the Louisiana Homeland Security and Emergency Assistance and Disaster Act.
- L. The Parish shall not be obligated to pay more than ten (10) working days under the terms of this policy without formal extension from the President.
- M. Once an emergency day for purposes of the policy is declared to have ended by the President, all employees are expected to return to work. Those employees not returning to work or those unable to return to work will be required to use their accrued leave time as provided for in the Personnel Manual.

ADDITIONAL GUIDELINES:

The following guidelines apply for periods when the Police Jury President has declared a State of Emergency but has NOT declared an Emergency Day:

- N. When the departments are operating under extreme weather or other unsafe conditions making it impossible for a staff member to arrive at the regular time, reasonable allowances for tardiness will be made.
- O. If the employee cannot report for work within a reasonable time, they may instead use their accrued leave time or choose to take leave without pay. The Department Head should be notified as soon as possible if the employee is unable to report to work.



Jackson Parish Police Jury

- P. If an employee is on approved leave during the time of an Emergency Declaration, they will be charged the applicable leave hours unless an Emergency Day is declared by the President (see section B above).