

Drainage Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, February 28, 2018
4:45 O'clock p.m.

1. Committee members recorded as present were: Mr. Henry Dupre, Chairman; Mr. Myron Matherne, Mr. Irving Comeaux, Mr. Chris Carter, Mr. Booster Breaux.
Committee member recorded as absent was: Mr. Martin Triche.
Other Police Jurors recorded as present were: Mr. Jeff Naquin.
2. Chairman Henry Dupre recognized Justin Clement, IT Support Specialist/Special Projects Coordinator, who presented a listing of all the Drainage Districts (active or inactive) of the Parish and information relative to their creation dates up to present. He stated that there are currently 13 active districts but maps were not available for all but the boundary description is included in the creation ordinance.
3. Committee member Chris Carter entered the meeting at this time.
4. Following a brief discussion, the Secretary-Treasurer explained that the inactive districts are not collecting future funds but have a minimal fund balance. In response to whether the inactive districts should be abolished, the ADA stated that they should remain in the inactive status. Committee member Martin Triche suggested that Justin create a similar profile for the Volunteer Fire Departments.
5. Committee member Booster Breaux offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approves \$750 for 143 Carol Dr. Catchbasin Installation Project." The motion was unanimously adopted.
6. Committee member Booster Breaux offered a motion, seconded by Mr. Myron Matherne, "THAT, the committee approves \$750 for 447 Hwy 400 Culvert Replacement Project. " The motion was unanimously adopted.
7. Committee member Myron Matherne offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approve \$1,550 for 7456 Hwy 308 Culvert Replacement Project." The motion was unanimously adopted.
8. Police Juror Jeff Naquin entered the meeting at this time.
9. Chairman Henry Dupre stated that he previously explained the Verret & Napoleonville Bayou Project and would like to adopt a resolution in support of the Lafourche Basin Levee District in their project to fund the construction, permitting and any other expenses that may arise throughout the process upon completion.
10. Committee member Martin Triche offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approves adoption of a resolution to Lafourche Basin Levee District in support of their funding the construction, permitting, and any other expenses of Verret & Napoleonville Bayou Project." The motion was unanimously adopted.
11. Chairman Henry Dupre stated that the mitigation cost is \$159,000 and would like the Parish to consider and approve funding its portion which amounts to \$31,800. He stated that this cost would be split between Ward 1 & Ward 7 drainage allocations.
12. Police Juror Ron Alcorn entered the meeting at this time.
13. A brief discussion was then held regarding the project and the request.
14. Committee member Martin Triche suggested that the Parish commit to their portion of the project mitigation only contingent upon getting Corp approval and the Lafourche Basin Levee District approving, granting and funding the remaining of the construction of the project. He also suggested that the ADA look over the Cooperative Endeavor Agreement for all the participants.
15. Committee member Martin Triche offered a motion, seconded by Mr. Chris Carter, "THAT, the committee approve funding the Parish portion (\$31,800) for the mitigation only of the Verret & Napoleonville Bayou Project contingent upon getting Corp approval and the Lafourche Basin Levee District approving, granting and funding the remaining of the construction of the project and authorizing the ADA look over the Cooperative Endeavor Agreement for all the participants." The motion was unanimously adopted.
16. Committee member Myron Matherne offered a motion, seconded by Mr. Booster Breaux, "THAT, the committee approve \$300 for Michel Rd. Ditching Project subject to obtaining right of way." The motion was unanimously adopted.

17. Committee member Myron Matherne offered a motion, seconded by Mr. Booster Breaux, 'THAT, there being no further business to come before the Drainage Committee, the meeting be adjourned.' The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Henry Dupre
Drainage Committee Chairman

Finance Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, February 28, 2018
5:10 O'clock p.m.

1. Committee members recorded as present were: Mr. Martin Triche, Chairman; Mr. Henry Dupre, Mr. Ron Alcorn, Mr. Jeff Naquin, Mr. Booster Breaux.
Other Police Jurors recorded as present were: Mr. Irving Comeaux, Mr. Chris Carter, Mr. Myron Matherne.
2. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee approve payment of the bills submitted through February 23, 2018." The motion was unanimously adopted.
3. Chairman Martin Triche recognized Darlene Landry, Clerk of Court, who stated that the Parish Engineer would be handing out a layout of the proposed plan for the Clerk of Court building.
ADA Michael Calabro stated that he met with the property owners, the Clerk of Court and the Secretary-Treasurer to discuss the acquisition of land for the proposed building. He stated that the Arboneaux family is prepared to proceed but there are some issues with the property that will be addressed. He added that as for as the purchase agreement there are no contingencies and the family is willing to sell for the appraised price.
4. Police Juror Patrick Johnson entered the meeting at this time.
5. President Martin Triche pointed out that the property in the rear of the Courthouse parking lot was property that the Parish purchased for potential growth. He stated that it's being cleared of the trees and will be asphalted and stripped for an additional 28 parking spaces. He also stated that the Parish is considering entering into an agreement with the church in the rear to exit onto Martin Luther King Drive.
The Parish Engineer stated that there are a few other alternatives that can be done if necessary.
Police Juror Chris Carter stated that he is in favor of the new construction but has concerns regarding the new appraisal. He stated that the 2016 appraisal came in at \$10,000 and the new appraisal is \$39,000 which is a 300% markup.
Chairman Martin Triche asked the family if they would be willing to sell the property for \$10,000 and no was their reply.
ADA Calabro stated that the appraisal is only as good as the appraiser. He stated that as long as the Parish has the comparable number to meet that's all the statute requires. He then stated that the issue with the property is that there was a gas pump on the property and the Parish needs to find out the details and if the property was mitigated. He recommended that the search for the information be resolved before moving forward with the purchase.
Chairman Martin Triche suggested that the inquiry be made to DEQ to see if the location is active on their listing.
In response to the square footage size, the Clerk of Court stated that the building would be 4,200 sq ft. and the storage area would be 1,700 sq ft. totaling 5,900 sq. ft. She stated that her current location is approximately 3,200 sq. ft.
The Parish Engineer stated that when they went in and measured the current office space, they increased the number for storage for future growth.
Chairman Martin Triche asked about a MOU from the agencies involved as to how to proceed. He stated that assuming the Jury authorizes the purchase of the property, approves the construction layout as presented, contingent upon the clearance of the gas tank issue, is there a draft of how to proceed.
In response, the ADA stated that Ascension Parish didn't handle their matter in this fashion and that was going to be the go to as for as the format. He stated that they did an act of transfer after everything was done by the Clerk of Court. He then stated that he will handle as the Parish handles any other intergovernmental agreement and lay out the obligations of both sides. He further stated that he didn't want to draft the document until it's decided on who would be purchasing the property, how much was needed for the construction and any additional questions that may arise.
Committee member Ron Alcorn stated that he is in agreement with supporting growth but the \$39,000 cost for the property has not been budgeted and according to the Secretary-Treasurer, our budget is tight. Therefore, once the property is purchased, the building constructed, the Parish will have to fully maintain the building incurring an additional cost.
Committee member Henry Dupre stated that he understands Mr. Alcorn's concern but the Jury has to recognize that the Clerk of Court is constructing the building and the Parish could use the space in the Courthouse.
Chairman Martin Triche stated that he also understands that the budget is tight and he has informed the Clerk of Court to monitor the construction because the Parish can't afford to assist with construction overages. He further stated that the Parish has an obligation to fund the Clerk of Court's Office and the Clerk has been very fair in absorbing a lot of cost that she could very well require of the Parish to pay so for that he expressed his appreciation. He then requested that the committee authorize a purchase agreement of the property for \$39,000 from the Arboneaux's conforming with the ADA opinion contingent upon clearing is received from the

investigation of the gas tank and the MOU contain the blue outline be identified as usable space for the construction of said facility and the transfer upon completion.

The ADA requested that the Parish Engineer draft him a legal description of the area.

Committee member Henry Dupre stated that if these plans should fall through, will the Parish revert to the original location of the rear parking lot and if so, suggested that the parish hold off on asphaltting the area until the agreement is done.

Chairman Martin Triche agreed with the suggestion and stated that the asphaltting will not take place until late spring.

The Secretary-Treasurer stated that near the grass area on the map there is a ditch that can be closed in to put some angled parking to still allow for some parking under the Courthouse.

6. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee authorize the purchase agreement of the property for \$39,000 from the Arboneaux's conforming with the ADA opinion contingent upon clearing is received from the investigation of the gas tank issue along with the use of the property for the construction of the said facility and the transfer to be done upon completion with a MOU between the agencies." The motion was unanimously adopted.
7. Chairman Martin Triche recognized the OHSEP Director, who stated that he received the draft copy of the CEA with IDEpi (LA Department of health Infectious Disease Epidemiology) State of Louisiana and forwarded it to the ADA for review. He then stated that the ADA is fine with the CEA and authorization is needed for the President to sign.
8. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approve the CEA with IDEpi (LA Department of Health Infectious Disease Epidemiology) State of Louisiana and authorize the President to sign the necessary documents." The motion was unanimously adopted.
9. Chairman Martin Triche recognized the Grants Coordinator, who stated that the chiller maintenance contract is an annual agreement to maintain the two (2) Air Cool Chillers at the APCC. She stated that the company is located in Metairie and is the company that sold them to the Parish. She added that they came out, inspected the chillers, and informed of some repairs that are needed. She then requested that the Parish enter into a contract with Direct Parts & Services at a cost of \$5,960 per yr. She stated that service shall be rendered on a quarterly basis and if approved, the Parish would be considered a priority customer allowing for immediate service for an additional cost. In response, she stated that she contacted a company in Baton Rouge regarding the maintenance contract but didn't receive any information. She also stated that the parts are not included in the contract submitted by Direct Parts & Service. Chairman Martin Triche recognized the Parish Manager, who stated that they are not familiar with the chiller system of that size but has performed minor maintenance to get it running. He then recommended that the Parish contract with the maintenance company suggested.
10. Committee member Booster Breaux offered a motion, seconded by Mr. Henry Dupre, "THAT, the committee approves the chiller maintenance contract for the APCC with Direct Parts & Service." The motion was unanimously adopted.
11. Chairman Martin Triche recognized Police Juror Chris Carter, who stated that he has had employees speak with him regarding direct deposit. He stated that the implementation is a great benefit for those individuals that don't bank locally. He stated that if considered, it can begin June 1, 2018 giving the accounting department the appropriate time needed. In response, the Secretary-Treasurer stated that the current system doesn't allow for the process and the cost to upgrade the system is \$2,100 with a \$600 annual maintenance contract. She then explained the process that would be required for the pay date to remain the same and added that it would be impossible. She further stated that she was not familiar with the file required and if the system does not recognize it, the accounting department will have to manually insert the file. Therefore, if considered, the pay date would have to be adjusted. Police Juror Chris Carter stated that it's 2018 and most businesses are reverting to direct deposit. He then requested the matter be looked further into. In response, the Secretary-Treasurer stated that the Police Jury would have to approve to incur the cost to purchase software because at present there is nothing for them to consider. She then explained in detail the payroll process. In response, Police Juror Chris Carter explained the benefits of direct deposit but stressed that some employees do not bank with the local bank. A brief discussion was then held regarding the request for payroll direct deposit.
12. Committee member Henry Dupre offered a motion, seconded by Mr. Booster Breaux, "THAT, the committee declines the implementation of direct deposit." The motion was unanimously adopted.
13. Chairman Martin Triche recognized the Secretary-Treasurer, who stated that there are some one-time payments made at the beginning of the year as previously stated and nothing to be concerned with. She stated that there was some additional limestone delivered to Attakapas that shows an increase slightly 1% over the projected. She stated that the Section 8 revenue is slightly higher on the interest side and also the ports. She added that there were 2 additional ports in 2018 that we could not estimate. She further stated that there are no recommended actions.

14. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee approve and accept the budget comparison statements for January 2018." The motion was unanimously adopted.
15. Chairman Martin Triche recognized OHSEP Director, who stated that he received two (2) bids on February 16, 2018 for the Air Curtain Incinerator. He stated that the low bid of \$115,100 was submitted by Air Burners Inc. from Palm City Florida. He stated that it's within budget and recommend acceptance.
16. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approves the low bid of \$115,100 submitted by Air Burners Inc. to purchase the Air Curtain Incinerator." The motion was unanimously adopted.
17. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee approves the OEP Staff to attend the 2018 LA NENA (APCO Symposium) on April 16-18, 2018 in Marksville (\$1,075)." The motion was unanimously adopted.
18. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee approves the OEP Staff to attend the LFMA (LA Flood Plain Management Association) Conference on April 25-27, 2018 in Natchitoches (\$1,440)." The motion was unanimously adopted.
19. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approves the OEP Staff to attend the LEPA Conference on May 14-16, 2018 in Baton Rouge (\$2,040)." The motion was unanimously adopted.
20. Committee member Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, the committee approves the OEP Staff to attend the GOHSEP Annual Conference May 17, 2018 in Baton Rouge (\$300)." The motion was unanimously adopted.
21. Committee member Jeff Naquin offered a motion, seconded by Mr. Ron Alcorn, "THAT, the committee approves the HC&D Staff, Linda Richard, Programs Coordinator, to attend the CAP60 Training on April 9-10, 2018 in Baton Rouge (\$355)." The motion was unanimously adopted.
22. Committee member Booster Breaux offered a motion, seconded by Mr. Ron Alcorn, "THAT, there being no further business to come before the Finance Committee, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Martin S. Triche
Finance Committee Chairman

Engineering/Grants Committee Meeting
Of the
Assumption Parish Police Jury

Wednesday, February 28, 2018
5:40 O'clock p.m.

1. Committee members recorded as present were: Mr. Irving Comeaux, Chairman; Mr. Henry Dupre, Mr. Ron Alcorn, Mr. Jeff Naquin, M. Martin Triche.
Other Police Jurors recorded as present were: Mr. Patrick Johnson, Mr. Chris Carter, Mr. Booster Breaux, Mr. Myron Matherne.
2. Chairman Irving Comeaux recognized Police Juror Myron Matherne, who stated that the Jury agreed to get an appraisal of the on Shell Beach Road property for a proposed boat launch. He stated that the asking price for the property is \$1,022,000.
The Grants Coordinator stated that the Jury approved to utilize the Restore Act for the Shell Beach Boat Launch Project. She stated that the eligibility to use these funds is very tough for a Parish who is in a coastal zone who really isn't coastal. She then stated that of all the criteria recreational fishing basically qualifies this project. She stated that Jury Matherne met with the family's attorney and received an asking price.
The OHSEP Director stated that the property is roughly 667 ft. in length and 300 ft. in depth on one side and 500 ft. on the other.
The Grants Coordinator gave a brief update relative to these funds coming from the BP Settlement, in the amount of \$1,038,178 over a 10 yr. period. In response, she stated that the Bayou Chene Project is included in the Master Plan.
In response, the OHSEP Director stated that under investigation as to whether the funds can be used towards the Bayou Chene Project, the Police Jury was told that the project is being federally funded.
Chairman Martin Triche stated that the reality is that Police Jury Myron Matherne wants to authorize an appraisal with the consent of the potential seller that the Police Jury has to get an appraisal and a re-appraisal due to it being federal funds and we can't pay more than the appraised value. He then stated that why go through the process if the Parish can't fund the project. He further stated that the Parish has been awarded the Restore Act and suggested that the Parish look into whether or not it could be bonded.
Following a brief discussion regarding the camps on the property, the committee agreed that the Parish will construct a boat launch and parking.
3. Committee member Ron Alcorn offered a motion, seconded by Mr. Henry Dupre, 'THAT, the committee approves an appraisal of the Shell Beach Boat Landing to be funded through Ward 9 Recreation Funds.' The motion was unanimously adopted.
4. Chairman Irving Comeaux recognized Police Juror Booster Breaux, who stated that he has concerns regarding the first responders not being able to locate a home due to no identify of house numbers. He then stated that the Parish has to devise a way to make this a requirement for all constituents.
The Grants Coordinator suggested that the Parish partner with the Fire Department, the Housing Department, etc. She then stated that the cost for the numbers is minimal. A discussion was then held regarding the number size, funding source, etc.
5. Committee member Martin Triche offered a motion, seconded by Mr. Jeff Naquin, 'THAT, the committee approves the purchase of house numbers to distribute throughout the parish.' The motion was unanimously adopted.
6. Chairman Irving Comeaux recognized Mrs. Brenda Leblanc, who stated that they met with Garrett Graves and was informed that the LFD letter will be received on March 14, 2018.
7. Committee member Martin Triche offered a motion, seconded by Mr. Henry Dupre, "THAT, there being no further business to come before the Engineering/Grants Committee, the meeting be adjourned." The motion was unanimously adopted

Kim M. Torres
Secretary-Treasurer

Irving Comeaux, Chairman
Engineering/Grants Committee

Regular Meeting
Of the
Assumption Parish Police Jury

Wednesday, February 28, 2018
6:00 O'clock p.m.

1. The Regular Meeting of the Assumption Parish Police Jury was called to order by Police Jury President Martin S. Triche in the Assumption Parish Police Jury Chamber located at 4813 Highway 1, Napoleonville, Louisiana.
2. Police Jurors recorded as present were: Mr. Ron Alcorn, Ward 1; Mr. Jeff Naquin, Ward 2; Mr. Irving Comeaux, Ward 3; Mr. Patrick Johnson, Ward 4; Mr. Martin Triche, Ward 5; Mr. Chris Carter, Ward 6; Mr. Henry Dupre, Ward 7; Mr. Booster Breaux, Ward 8; Mr. Myron Matherne, Ward 9.
3. President Martin Triche requested that a moment of silence be held for the passing of Police Jury employee Curtis Southall and recognized Police Juror Chris Carter to offer a prayer.
4. President Martin Triche led the Prayer and Police Juror Chris Carter led the Pledge of Allegiance to the Flag.
5. Police Juror Henry Dupre offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approves the minutes of February 14, 2017." The motion was unanimously adopted.
6. President Martin Triche opened the meeting for any public comments, questions or concerns regarding the items listed on the agenda. He recognized Mr. Antoine Temple, who expressed his appreciation to the Police Jury for supporting the Verret and Napoleonville Bayou Project and stated he is in much favor. He also stated that it was agreed upon that the Police Jury will require Lafourche Basin Levee District to perform routine maintenance of the area upon completion therefore, he asked that they stay abreast. In response, President Martin Triche assured Mr. Temple that the Police Jury will follow up on the maintenance of the project. Following three (3) calls, there were no comments received.
7. President Martin Triche recognized Drainage Committee Chairman Henry Dupre, who stated that the committee met and recommend the following matters: received an update on the gravity drainage districts active and inactive and recommended that the IT Support Specialist draft a file for the Fire Districts, \$750 for 143 Carol Dr. Catchbasin Installation Project, \$750 for 447 Hwy 400 Culvert Replacement Project, \$1,550 for 7456 Hwy 308 Culvert Replacement Project, adopted a resolution to Lafourche Basin Levee District in support of funding the construction and any other expenses of Verret & Napoleonville Bayou Project, funding the Parish portion (\$31,800) for the mitigation of the Verret & Napoleonville Bayou Project, and \$300 for Michel Rd. Ditching Project subject to obtaining right of way
8. Police Juror Henry Dupre offered a motion, seconded by Mr. Jeff Naquin, "THAT, the Police Jury approves the Drainage Committee report as presented." The motion was unanimously adopted. (resolutions attached)
9. President Martin Triche stated that the Finance Committee met and recommended the following matters; payment of bills submitted through February 23, 2018, authorized agreement to accept \$39,000 appraisal contingent upon the issue surrounding the gas tank being cleared, authorize the Clerk of Court to move forward with the construction plans contingent upon clearance of the tank matter, approve the CEA with IDEpi and authorized the President to sign the necessary documents, approve the chiller maintenance contract for the APCC at \$5,960 a yr., approved the budget comparison statements for January 2018, accepted the low bid of \$115,100 for the Air Curtain Incinerator, authorized the OEP Staff to attend the 2018 LA NENA (APCO Symposium) on April 16-18, 2018 in Marksville (\$1,075), the OEP Staff to attend the LFMA (LA Flood Plain Management Association) Conference on April 25-27, 2018 in Natchitoches (\$1,440), the OEP Staff to attend the LEPA Conference on May 14-16, 2018 in Baton Rouge (\$2,040), the OEP Staff to attend the GOHSEP Annual Conference May 17, 2018 in Baton Rouge (\$300), and the HC&D Staff, Linda Richard, Programs Coordinator, to attend the CAP60 Training on April 9-10, 2018 in Baton Rouge (\$355).
10. Police Juror Irving Comeaux offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury approve the Finance Committee report as presented." The motion was unanimously adopted. (resolutions attached)
11. President Martin Triche recognized Engineering/Grants Committee Chairman Irving Comeaux, who stated that the committee met and recommended the following matters: obtain an appraisal of the Shell Beach Boat Landing property to be funded through Ward 9 Recreation, purchase numbers for the House Number Campaign, and received an update on the FEMA appeal.
12. Police Juror Irving Comeaux offered a motion, seconded by Mr. Ron Alcorn, "THAT, the Police Jury approves the Engineering/Grants Committee report as presented." The motion was unanimously adopted. (resolution attached)

13. Police Juror Chris Carter offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury approves a Can Shake permit for Knights of Peter Claver (4/14/18) and Parents of Intense Travel Ball (4\28\2018)." The motion was unanimously adopted.
14. President Martin Triche recognized the Secretary-Treasurer, who stated that the 5-minute rule has been working out well and she is recommending amending the personnel manual to adopt the Time Clock Management Policy. In response, the Secretary-Treasurer stated that she sent out information from the Department of Labor indicating that no-one has the authority to scratch out or adjust a person's time. Following a brief discussion, the OHSEP Director stated that his staff are clocking in on arrival but realizes that their time does not start until 8 a.m. Following a brief discussion regarding micromanagement Police Juror Henry Dupre stated that as long as he's been a Juror, the employees are like family and micromanaging every minute is ridiculous therefore, he would like to rescind everything that was previously done and revert back to the old way.
15. Police Juror Henry Dupre offered a motion, seconded by Mr. Myron Matherne, "THAT, the Police Jury rescind all motions that were passed and revert to the old policies."
16. Police Juror Chris Carter stated that there are employees arriving late 75 times in six months and the Jurors are not going to do anything. He then asked if this is the kind of Parish and department the Jury wants to run and if so, he's ok with it. Following a brief discussion, Police Juror Irving Comeaux stated that the Jury is creating more problems than what is being solved. The Secretary-Treasurer stated that the situations that were indicated have been addressed and rectified. Police Juror Patrick Johnson stated that those concerns addressed by Juror Chris Carter are valid concerns and if the supervisors have addressed them and have them under control the Jury can in fact move on and remain the same if all is in agreement. President Martin Triche stated that a tardy policy is appropriate and if a person is continuously tardy without an explanation, it needs to be addressed. He then stated that the current policy is fairly lenient but the supervisor needs to address the issue and deal with it accordingly. He also stated that if someone arrives early they shouldn't have to sit and wait to clock in as long as it's understood that time won't start until 8 a.m. The Secretary-Treasurer stated that she informed the OHSEP Director that she will not be personally held responsible for what the law states that should not be done. She added that she advised her staff not to clock in prior to 7:59 am unless you are instructed to work overtime.
17. President Martin Triche called for a vote on the motion offered by Police Juror Henry Dupre to rescind all policy motions that were passed:

THERE WERE RECORDED:

Yeas: 8
Nays: Chris Carter
Absent: 0
The President declared the motion adopted.
18. Police Juror Jeff Naquin offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approves proclaiming March as "Problem Gambling Awareness Month" and "The Art of Respect Month" by South Central LA Human Services Authority." The motion was unanimously adopted. (proclamations attached)
19. Police Juror Jeff Naquin offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approves a light at the corner of Carol & Linda Dr." The motion was unanimously adopted.
20. Police Juror Patrick Johnson offered a motion, seconded by Mr. Ron Alcorn, "THAT, the Police Jury approve an occupational license for Terre De LaCroix, Quick Stop, Inc., D&D A-A, BeauMonde Homes, LLC, Fades and More, and Lacey Ellis Photography." The motion was adopted with Myron Matherne recusing himself from Lacey Ellis Photography.
21. Police Juror Booster Breaux offered motion, seconded by Mr. Patrick Johnson, "THAT, the Police Jury approve a liquor license application for Ali Muthana and St. Jules Catholic Church." The motion as unanimously adopted.
22. Police Juror Irving Comeaux offered a motion, seconded by Mr. Booster Breaux, "THAT, the following matters be added to the agenda." The motion was unanimously adopted.
23. President Martin Triche recognized the Secretary-Treasurer, who requested clarification to the 5-minute rule and would it be a part of the personnel policy. She again explained why the R&B Department followed it and stated that the Main Office as well as the APCC didn't follow that procedure. The Special Programs Director stated that she's there at 7:30 every morning and in line but when she clocks in most times her time indicates 8:02, does that constitute as late? In response, the Secretary-Treasurer stated that without the 5-minute rule it would be considered late. She also

stated that she has explained her position on not adjusting time for anyone because of what the Labor Law states.

The OHSEP Director stated again that he allows the staff to clock in when they arrive and explained that there may be someone at the window before 8 a.m. for a permit and he is not interested in that person waiting. He added that he is well aware of what the Labor Law states.

The Secretary-Treasurer stated that the 5-minute rule works to the advantage of the employee and allows 2 minutes before 8 and 3 minutes after. Again, she stated that she will not adjust time on the staff's time cards.

The OHSEP Director also stated that he has the fob which indicates who uses it and what time they enter the building.

In response, the ADA gave the opinion in accordance with the Labor Law followed by an explanation. He then stated that he has several pending cases involving employees coming back on their employers for payment of arrival time. He then stated that he's not concern with the violation, he's concerned for future liability in the event something transpires. He also stated that he's not saying that what the OHSEP Director is doing is wrong, that's not his opinion, he stated that his opinion is if something comes about the Parish maybe held liable. In response, that disgruntled employee can say all sorts of things in opposition to having signed that document.

A lengthy discussion was then held relative to the Time Clock Management amendment.

The Grants Coordinator stated that there are times when she has to remain overtime or get called out and she doesn't clock in because she didn't get prior approval.

Following a brief discussion regarding call outs or clients pass 4 o'clock, the Jury agreed that these are circumstances that can't be avoided and understood.

In response to keeping the 5-minute rule, the Secretary-Treasurer, the Special Programs Director, the Parish Manager and the Grants Coordinator are in favor and the OHSEP Director stated that he's not and would like to do away with the time clock and card.

A lengthy discussion was then held regarding the time clock management policy. The ADA suggested that there should be a standard protocol across the board.

The discussion regarding the 5-minute rule as opposed to what was being done continued. In response to the Special Programs Director stating that she would be considered late at one (1) minute after Police Juror Chris Carter informed her that as it currently states in the manual a supervisor does not have to clock in so to avoid that don't clock in.

Police Juror Patrick Johnson stated that the facts were presented and this Jury requested that the supervisors address the issues. Therefore, he stated that if the issues have been addressed, this discussion is no longer needed.

Police Juror Irving Comeaux suggested that all departments utilize the 5-minute rule to solve all problems. In response, the Secretary-Treasurer stated that the 5-minute rule will solve all issues except the OHSEP Director and staff.

The discussion continued regarding the time clock management and when someone should be penalized. It was noted that a 5 minute or 10 minute rule will not fix the OHSEP Director's situation. In response, the OHSEP Director stated that when you're a creature of habit and you know longer operating in that manner and get distracted you will most likely become tardy more often than normal.

The ADA stated that if the Jury wants to be consistent and everyone to utilize the time clock and the OHSEP Director to use his fob system, he is still under a time clock utilization if a parameter is noted under this regulation that his department will use that structure (fob) for timekeeping purposes and no adjustment is necessary.

In response to utilizing the time clock, the Secretary-Treasurer stated that the Jury is very generous and lenient with leave therefore, without a clock it would be very hard to manage time.

President Martin Triche stated that in regards to tardiness, the Parish doesn't want to discourage employees from calling in a few minutes late due to minor illness. He also stated that continuous calls need to be addressed.

The ADA reviewed the wage and hour law suit situation and stated that this is the most common law suit that is circling in the work field today.

Police Juror Henry Dupre again stated that when he needs someone from the R&B Department late at night, during and after a tornado, they are there so the changes suggested to the policy is sickening.

President Martin Triche suggested that an opinion is given as to whether a time clock is needed or uniformed. He then stated that maybe the tardiness policy needs to be addressed and the supervisors need to monitor their staff. He further stated that when the Jury meets with the supervisors they can address any problem that exists following this meeting.

24. Police Juror Booster Breaux offered a motion, seconded by Mr. Patrick Johnson, 'THAT, the Police Jury approve and adopt the 5-minute rule into the Police Jury Personnel Manual.' The motion was unanimously adopted.
25. President Martin Triche suggested that the Grants Coordinator have the authority to approve her call out after her work hours. He requested comments, questions, or concerns relative to this request. Following three (3) calls, there were no comments received.
26. Police Juror Henry Dupre offered a motion, seconded by Mr. Ron Alcorn, "THAT, the Police Jury approve and authorize the Grants Coordinator to approve her call out hours after work duty." The motion was unanimously adopted.
27. Police Juror Irving Comeaux stated that this 5-minute rule has just created a problem with the OEP Office. In response, President Martin Triche stated that if the ADA states that we can do

away with the time clock, it will be discussed at a later meeting but for the time being his office should begin following this rule on Monday.

The ADA stated that this is not his battle he is just answering a specific question and gave the standard practice. He also stated that neighboring parishes are asking why were they not informed of what the law states. He further stated that they are here to protect the Police Jury.

A discussion was then held regarding the Jury being consistent and fair across the board. The OHSEP Director explained his position relative to bring micro-managed.

Following the discussion, the Secretary-Treasurer stated that she comes to the board with policy after policy which is always to protect each Juror, herself, the directors and the employees of the Parish. She stated that there is no personal incentive and she doesn't want Assumption Parish marked with any wrong doing on any part. She further stated that change is very hard but the motive is to protect each and everyone. She added that the message regarding tardiness has been heard and will not be tolerated.

28. President Martin Triche recognized Police Juror Irving Comeaux, who stated that he has been receiving numerous calls regarding a burned trailer at 148 Hwy 663. He explained the situation but stated that a bin was approved but has never been utilized to clear the property. He further stated that Waste Management was contacted regarding but the trash is too far off the road side. Mr. Comeaux then stated that he would like to start the junk procedure.
29. President Martin Triche requested comments, questions, or concerns relative to sending a junk letter to 148 Hwy 663. Following three (3) calls, there were no comments received.
30. Police Juror Irving Comeaux offered a motion, seconded by Mr. Booster Breaux, "THAT, the Police Jury approve sending a junk letter to 148 Hwy 663." The motion was unanimously adopted.
31. Police Juror Booster Breaux offered a motion, seconded by Mr. Jeff Naquin, "THAT, there being no further business to come before the Assumption Parish Police Jury, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Martin S. Triche
President