

BOSSIER PARISH POLICE JURY
POLICY AND PROCEDURES COMMITTEE MEETING
MINUTES
Mr. Doug Rimmer, Chairman
August 7, 2024

The Policy and Procedures Committee of the Bossier Parish Police Jury met on this 7th day of August, 2024, at 11:30 a.m., in the Police Jury Conference Room, Bossier Parish Courthouse, Benton, Louisiana. Mr. Doug Rimmer, Chairman, called the meeting to order, with the following members present:

Mr. Doug Rimmer, Chairman, Mr. Glenn Benton, Mr. Jimmy Cochran, Ms. Pam Glorioso, Mr. John Ed Jorden, Mr. Chris Marsiglia, Ms. Julianna Parks, Mr. Philip Rodgers, Mr. Tom Salzer, and Mr. Keith Sutton.

Others present for the meeting:

Ms. Ashley Ezell
Ms. Stacie Fernandez
Mr. Butch Ford
Ms. Julie Gill
Ms. Monica Grappe
Ms. Rachael Graves
Mr. Eric Hudson
Mr. Patrick Jackson

Mr. Nguyen Kha
Mr. Heath Lyles
Mr. Sam Marsiglia
Ms. Megan Ramos
Dr. Ken Ward
Mr. Rod White
Ms. Lisa Wilson

Dr. Ken Ward, Assistant Parish Administrator, stated that a copy of the Records Retention Schedule has been provided to the committee for review. He stated that Ms. Megan Ramos, Interim Parish Secretary, and Ms. Ashley Ezell, Assistant Parish Secretary, have been working with the state to ensure the parish is in compliance with this unfunded mandate. He further stated that each department within the parish is listed in the schedule and advised that many departments are already retaining records as required.

Dr. Ward stated that this information is being presented to the committee for review, and if agreed, the Records Retention Schedule can be presented to the jury for a vote in the regular meeting during the Policy and Procedures Committee report. He stated once this has been approved by the parish, we will move forward with sending this schedule to the state for final approval.

Mr. Patrick Jackson, Parish Attorney, stated that under general law, any record received or created by the police jury is considered a public record unless it is specifically exempted in some way. He stated that there are very few exceptions to the public record law. He further stated that the general law states that every public record must be kept permanently. Mr. Jackson stated that there are warehouses full of parish records dating back many years which no longer hold any public value. He stated that the state developed this process, which by participation of the parish, the state

allows for destruction of records with no public benefit over time. He stated that all important documents such as minutes, contracts, and actions of the police jury, are kept in perpetuity. He further stated that the parish has many departments that produce much data, and advised that it is impossible to keep everything forever. Mr. Jackson stated that this mechanism allows for the destruction of records over time.

Mr. Doug Rimmer requested clarification on the requirements of this unfunded mandate. Dr. Ward stated that the parish is mandated to develop a records retention schedule, approve it, and maintain it over time. Mr. Rimmer asked if there is a certain timeline for completion of this project. Dr. Ward stated that the timeline has expired, but the state has continued to work with the parish to bring this project to completion. Mr. Rimmer asked if the state office must approve any action taken to destroy records. Ms. Ezell stated that permission must be obtained to either digitize the records or destroy the records. Ms. Ramos stated that each form has a code near the bottom which explains abbreviations, and details how long records must be kept in the office, in storage, and total retention.

Ms. Pam Glorioso asked if a records manager has been designated. Ms. Ramos replied that Ms. Ezell, as well as herself, have been designated to handle records retention matters with the state.

Mr. Glenn Benton asked Mr. Jackson about a recent email received by the jurors. Mr. Jackson stated that it was partially a false alarm, but advised that on July 29, 2024, Governor Landry signed an executive order that basically reads that any contract the parish signs must go through their office at least 45 days in advance. He stated that there was significant pushback from local government and advised that it only applies if you are doing business with the state or a division of the state. He further stated that for agreements with DOTD to pick up debris on state roads, those contracts will now have to be sent 45 days in advance.

Mr. Jackson stated that most business of the parish can be accomplished in a single meeting due to our rules. He stated that jurors often receive information from constituents on the day of a meeting, and this order, as initially understood, would have been burdensome. He further stated that assistance from Ginger Adam-Corley, lobbyist, as well as Senator Adam Bass and Representative Dennis Bamburg, was instrumental in getting clarification from the state regarding which contracts require advance approval.

Mr. Rimmer stated that he will make a motion in his committee report to approve the

records retention policy.

Mr. Butch Ford, Parish Administrator, stated that previously approved policies for the revised vacation accruals are going out to employees. He stated that the finance committee made a change to payroll, and asked Ms. Stacie Fernandez, Parish Treasurer, to provide additional information. Ms. Fernandez stated that it is now mandatory that all employees have direct deposit for their pay. Ms. Lisa Wilson, Human Resources Manager, stated that the revised vacation policy is number 310, and the direct deposit policy is number 410.

Ms. Fernandez stated that there are only a few printed payroll checks and advised that almost all employees are already receiving their payroll checks by direct deposit. Mr. Jackson stated that there may be pushback on this revision, as there has been in the past, but there is now a work around for the direct deposit payroll. He stated that there are many reasons as to why an employee may not wish to open a bank account and advised that our lender now offers a debit card to be used for the purpose of payroll which does not require an account. He further stated the employee will still be able to remain anonymous with the use of this debit card. Mr. Rimmer asked if the policy is ready for approval by the committee. Ms. Wilson provided copies of the policy to committee members.

Mr. Rodgers asked the name of the debit card. Ms. Fernandez stated that it is provided through our lender and is most likely one of the larger companies. Mr. Rodgers stated that Capital One had a booth at the recent NACo Convention detailing their offerings for similar situations.

Mr. Rimmer stated that he will include the revised policies in his committee report for approval in the regular meeting.

Mr. Benton stated that he received his electronic check stub for direct deposit. Ms. Fernandez stated that everyone should be receiving their direct deposit check stub by email. She asked that if anyone has not received their check stub electronically, please let her know so that can be resolved. Ms. Fernandez stated that the long-term goal is to no longer print paper check stubs and only deliver those electronically.

This concluded the meeting of the Policy and Procedures Committee Meeting. The meeting was adjourned by the Chairman at 11:52 a.m.

MEGAN C. RAMOS
INTERIM PARISH SECRETARY

DOUG RIMMER, CHAIRMAN
BOSSIER PARISH POLICE JURY