

July 9, 2019

On Tuesday, July 9, 2019 at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and special called session.

The Agenda was as follows:

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Accept the Minutes of the Previous Meeting, June 19, 2019
- 7(a) Consider Changing the Time of Police Jury Meetings
8. Discuss the 2019 BUILD Transportation Grant and Consider Commitment for Required Matching Funds
9. Discuss Bridge Ratings Within the Parish and Award Contract for Preparation of Bridge Ratings
10. Adopt Sexual Harassment Policy
11. Operations
12. Adjournment

1. Call to Order

President Ronald L. Bison called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following jurors were present: Willes Funderburk, "Charlie" Brown, William E. Ruffin, "Ronny" Bison, Eric Garcie, Ricky "K-Wall" Sepulvado, Kenneth M. Ebarb, and "Randy" Byrd.

The following juror was absent: Mike McCormic

3. Prayer

Prayer was led by Mr. William E. Ruffin.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Charlie Brown.

5. Amend the Agenda

Police Jury President, Ronald L. Bison, allowed a period of public comment on the motion to amend the agenda. There were no public comments.

Resolution No. 8339

Motion by Brown and seconded by Ebarb to amend the agenda to include the following items:

7(a) – Consider Changing the Time of Police Jury Meetings

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

Police Jury President, Ronald L. Bison, allowed a period of public comment on any item on the agenda. Mr. Bison advised everyone that they would be allowed to comment later

during the meeting on particular agenda items, if they desire. There were no public comments at this time.

6. Adopt the Agenda

Resolution No. 8340

Motion by Ebarb and seconded by Brown to adopt the agenda as amended.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

7. Accept the Minutes of the Previous Meeting, June 19, 2019

All Police Jurors have previously been provided a written copy of the minutes of the regular meeting held on June 19, 2019.

Resolution No. 8341

Motion by Ruffin and seconded by Ebarb to accept the minutes of the regular meeting held on June 19, 2019.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

7(a) Consider Changing the Time of Police Jury Meetings

Mr. Brown asked the jury to consider changing the time meetings are held. There was a general discussion of the merits and disadvantages of meeting at different times. No action was taken.

8. Discuss the 2019 BUILD Transportation Grant and Consider Commitment for Required Matching Funds

Ms. Sue Williams addressed the Police Jury concerning a 2019 BUILD Transportation Grant. The grant application provides for rebuilding forty and one-half (40.5) miles of roads with base construction and asphalt pavement at an estimated cost of \$12,150,000. Eighty percent (80%) of the cost of the project, \$9,720,000, would be provided through a federal grant with the Police Jury providing twenty percent (20%) or \$2,430,000 in local matching funds.

Fifteen (15) parish roads in Road Districts 1,9,15, and 16 are planned to be rebuilt. Mr. Bison noted that if the parish has a chance to be awarded a grant, an application should be prepared. Mr. Sepulvado stated that the roads listed in the grant application were good candidates and were the best roads to provide the parish an opportunity to have the grant approved. The deadline for filing the grant application is July 15th, 2019. Grant recipients will be announced November 12th, 2019.

Resolution No. 8342

Motion by Sepulvado and seconded by Ebarb for the Sabine Parish Police Jury to apply for a 2019 BUILD Transportation Grant and for the Police Jury to commit to and pledge to provide the matching funds required by the grant in the event that it is awarded to the parish.

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

Yeas: 5 – Funderburk, Bison, Garcie, Sepulvado, and Ebarb

Nays: 3 – Ruffin, Brown, and Byrd

Abstain: 0

Absent: 1 – McCormic

9. Discuss Bridge Ratings Within the Parish and Award Contract for Preparation of Bridge Ratings

This item was tabled until the July 17th, 2019 regular meeting.

10. Adopt Sexual Harassment Policy

The jurors have previously been provided with a draft of a sexual harassment policy.

Mr. Kenneth Ebarb informed the jury that the parish is required to adopt a sexual harassment policy. He requested that the draft policy be formally adopted.

Resolution No. 8343

Motion by Ruffin and seconded by Ebarb to adopt the following sexual harassment policy:

Sabine Parish Police Jury-Sexual Harassment Policy

Employees of the Sabine Parish Police Jury deserve to be treated with respect and dignity, and to work in a professional environment free of harassment and discrimination. The Police Jury is committed to providing its employees a work environment free from inappropriate and offensive behavior of a sexual nature.

Sexual harassment is a form of unlawful sexual discrimination. For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical behavior of a sexual nature. A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the initiator. The victim may be of the same sex as the initiator. Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is an explicit or implicit term or condition of an employment;
2. Submission to or rejection of such conduct is used as the basis for an employment decision that has the purpose or effect of unreasonably interfering with an individual's work performance; or creating an intimidating, hostile or offensive work environment.
3. Additionally, sexual harassment may also include repeated, unwelcome sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his or her appearance, the display of sexually suggestive objects or pictures or any offensive abusive physical conduct.

This policy applies to all Jury employees regardless of rank or status, as well as to applicants, clients, customers, and other relevant individuals. This includes full time, part time, seasonal and temporary employees. The tenets of this policy are equally applicable to jurors, executive management, supervisors, and employees. This policy also applies to

non-employees, including visitors and individuals who transact business with the Jury, such as vendors, maintenance personnel, citizens, contractors, and consultants. These non-employees are prohibited from engaging in the behaviors prohibited in this policy and are also protected from experiencing such behavior by Jury employees.

Federal and State Laws:

This policy establishes a procedure to administratively report and address complaints of sexually inappropriate behavior. This policy is intended to supplement rather than replace or supersede the private and/or statutory procedures regarding sexually inappropriate workplace behavior available to employees under state and federal law, including Title VII of the Civil Rights Act and La. R.S. 23:331 et seq. Employees should be aware that there are certain procedures and time delays, including the filing of a complaint with the Equal Employment Opportunity Commission (EEOC) or the Louisiana Commission on Human Rights(LCHR), which must be satisfied prior to initiating civil litigation regarding inappropriate workplace sexual behavior. For more information or to initiate a claim under federal or state law, employees are referred to the EEOC and the LCHR: EEOC: 800-669-4000 (voice) 504-589-2958 (TDD) 504-595-2844 (fax) <https://www.eeoc.gov> LCHR: 225-342-6969 (voice) 888-241-0859 (TDD) 225-342-2063 (fax) <http://gov/page/lchr> XI.

Complaint Procedure:

Any employee who believes that he or she has been subjected to discrimination, harassment or sexual misconduct or any other violation of this policy has a right to report the conduct to the President of the Jury and/or the Secretary Treasurer. Persons who may have experienced criminal sexual misconduct are strongly encouraged to report the offense to local law enforcement, as well as to the persons named above. To the extent possible, the complainant and those who receive the complaint should preserve evidence and not disturb the potential crime scene. The complainant, however, has the legal right not to provide a statement to Jury or law enforcement.

Employees are encouraged to report conduct that they believe may be prohibited harassment, even if they are not sure the conduct violates policy.

Any person who receives a complaint under this policy *shall* promptly call for a meeting of the Personnel Committee for review and appropriate action.

Complaints will be promptly, impartially, thoroughly, and confidentially investigated. Retaliation is prohibited and shall be a violation of this policy and shall constitute misconduct subject to disciplinary or other action. The identity of all individuals in a sexual harassment complaint and/or investigation will be kept confidential as allowed, consistent with a thorough and impartial investigation.

Policy Statement:

The Sabine Parish Police Jury is committed to maintaining a work environment free from all forms of sexual harassment. No employee, applicant for employment or other person shall be subjected to unsolicited and unwelcome sexual conduct, either verbal or physical. Sexual harassment violates Jury policy as well as state, federal and local laws. It is neither permitted nor condoned, but specifically prohibited. It is a violation of this policy for any employee to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual who violates the Jury's policy against sexual harassment will be subject to disciplinary action, up to and including termination. Such determinations will be made on a case by case basis in consideration of the severity of the offense.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

11. Operations

(a) Consider Monthly Reimbursement to Howard Jones for Use of Personal Cell Telephone:

During the June 19th, 2019 meeting a motion by McCormic to authorize the monthly payment of \$50.00 to the road foreman of Road Districts 9 and 16 for use of his personal cell telephone did not receive a second.

Road Superintendent Hughes reported that the cell telephone service purchased by the police jury for the road foreman of Road Districts 9 and 16 is not reliable and provides service in very limited areas of the districts. Mr. Garcie noted that the cell telephone service in Road District 15 was also very poor.

Resolution No. 8344

Motion by Sepulvado and seconded by Funderburk to authorize the monthly payment of \$50.00 to the road foremen of Road Districts 9 and 16 and Road District 15 for the use of their personal cell telephones for parish business.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

(b) Purchase of New Parish-wide Dump Truck:

Road Superintendent Bobby Hughes discussed the need for a new dump truck to be used on a parish-wide basis.

Resolution No. 8345

Motion by Ruffin and seconded by Brown to authorize the transfer of money from the General Fund to the Transportation Fund sufficient to pay for a new 14-yard dump truck.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

12. Adjournment

Resolution No. 8346

Motion by Ruffin and seconded by Ebarb to adjourn.

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

Yeas: 8 – Funderburk, Ruffin, Bison, Brown, Garcie, Sepulvado, Ebarb, and
Byrd

Nays: 0

Abstain: 0

Absent: 1 – McCormic

s/William E. Weatherford
William E. Weatherford
Secretary Treasurer

s/Ronald L. Bison
Ronald L. Bison
President