

August 24, 2022

On Wednesday, August 24, 2022, at 9:00 a.m., the Police Jury of Sabine Parish, State of Louisiana met in open and special called session.

AGENDA

1. Call to Order
2. Roll Call
3. Prayer
4. Pledge of Allegiance
5. Amend the Agenda
6. Adopt the Agenda
7. Public Comments
8. Discuss Redistricting- Mr. Cedric Floyd
- 8a. Adopt Citizen Participation Plan
9. Adjournment

1. Call to Order

President Ricky L. Sepulvado called the meeting to order.

2. Roll Call

The roll was called by the Secretary Treasurer. The following jurors were present: “Bo” Stewart, Mike McCormic, Stephen Steinke, “Jeff” Davidson, Eric Garcie, Ricky ”K-Wall” Sepulvado, Kenneth M. Ebarb, and “Randy” Byrd.

The following juror was absent: William E. Ruffin.

3. Prayer

Prayer was led by Steinke.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Garcie.

5. Amend the Agenda

Public comments on the motion to amend the agenda were allowed prior to any vote to add an item to the agenda.

Resolution No. 9100

Motion by McCormic and seconded by Steinke to amend the agenda to include the following item:

Item 8a. Adopt Citizen Participation Plan

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

Yeas: 8 - Stewart, McCormic, Steinke, Davidson, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 - Ruffin

6. Adopt the Agenda

Resolution No. 9101

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

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

Yeas: 8 - Stewart, McCormic, Steinke, Davidson, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 - Ruffin

7. Public Comments

Police Jury President, Ricky L. Sepulvado, allowed a period of public comment on any item on the agenda.

Mr. Pat Scarborough, Ms. Joy Scarborough, Ms. Rebekah Stiegemeyer, and Ms. Joann Cason addressed the Police Jury concerning work on Pilcher Road.

Ms. Tish Comby Olivieri addressed the Police Jury concerning work on Merritt Mountain Road.

Mr. David Stiegemeyer questioned accounting procedures used by the Police Jury.

8. Discuss Redistricting- Mr. Cedric Floyd

Mr. Cedric Floyd discussed redistricting issues with the Police Jurors.

8a. Adopt Citizen Participation Plan

Resolution No. 9102

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM

WHEREAS, Sabine Parish Police Jury desires to obtain Community Development Block Grant (CDBG) funds to benefit Low and Moderate Income persons; and

WHEREAS, the Louisiana Division of Administration requires that certain citizen participation requirements be met;

NOW, THEREFORE, BE IT RESOLVED that the following Citizen Participation Plan is adopted for use by the Sabine Parish Police Jury with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Sabine Parish Police Jury intends to involve citizens in the planning, implementation, and assessment of the local Community Development Block Grant Program. Federal and State regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to the elected officials. All aspects of citizen participation will be conducted in an open manner with freedom of access to information for all interested persons.

CITIZEN PARTICIPATION PLAN

The Sabine Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Sabine Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Sabine Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the state's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Sabine Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Sabine Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the police jury office and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION

First Notice/Public Hearing

The public hearing to address LCDBG application submittal will be held well in advance of the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Sabine Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Sabine Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Sabine Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana. In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Sabine Parish Police Jury
400 S. Capitol Street, Room 101
Many, LA 71449

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a 3 day notice is received by the Sabine Parish Police Jury.

Second Notice

Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:

Sabine Parish Police Jury
400 S. Capitol Street, Room 101
Many, LA 71449

Negative comments received will be forwarded to the state's Office of Community Development, Division of Administration or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the state without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Sabine Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately five to fifteen calendar days prior to the anticipated submittal of close-out documents to the state, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Sabine Parish Police Jury LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a three-day notice is received by the Sabine Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the state may make such objection known to:

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, Louisiana 70804-90958

The state will consider objections made only on the following grounds:

- i. The application description of needs and objectives is plainly inconsistent with available facts and data;
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Sabine Parish Police Jury will provide an interpreter for dissemination of information to them providing the Sabine Parish Police Jury is given sufficient notification of three day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Sabine Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Sabine Parish Police Jury with at least a one-week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Sabine Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at Sabine Parish Police Jury, Monday thru Friday, 8:00a.m. to 3:00p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of Sabine Parish to review all complaints received by the Parish.

SECTION 2

The following procedures will be followed on all complaints received by the Sabine Parish Police Jury:

- 1) The complainant shall notify the Parish Secretary-Treasurer of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Parish Secretary-Treasurer will notify the President or designated representative of the complaint within two working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Parish Secretary-Treasurer within five working days.
- 4) The Parish Secretary-Treasurer will notify the complainant of the findings of the President or designated representative in writing or by telephone within two working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Parish Secretary-Treasurer who will forward the complaint and all actions taken by the President or designated representative to the appropriate Sabine Parish Police Jury committee for their review. This will be accomplished within two working days of receipt of the written complaint.
- 6) The reviewing Police Jury committee will have five working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Police Jury Committee, he must notify the Parish Secretary-Treasurer in writing that he/she desires to be afforded a hearing by the Police Jury. The complainant will be placed on the next regularly scheduled police jury meeting agenda. The Parish Secretary-Treasurer will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Sabine Parish Police Jury, at the hearing, will review the complaint and forward within five days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Sabine Parish Police Jury will inform complainant of an appropriate date to expect a response. Within two working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94005
Baton Rouge, Louisiana 70804

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Secretary-Treasurer will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Sabine Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Sabine Parish Police Jury's regularly scheduled meetings.

CERTIFICATE

I, William E. Weatherford, Secretary-Treasurer for Sabine Parish Police Jury, hereby certify that the attached constitutes a true and accurate copy of a Resolution, which UPON MOTION of McCormic, seconded by Ebarb, was adopted by the following Yea and Nay vote:

Yeas: 8 - Stewart, McCormic, Steinke, Davidson, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 - Ruffin

and the same was declared adopted by the President on this 24th day of August 2022.

s/William E. Weatherford
William E. Weatherford
Secretary-Treasurer
Sabine Parish, Louisiana

9. Adjournment

Resolution No. 9103

Motion by Ebarb and seconded by Byrd to adjourn.

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

Yeas: 8 - Stewart, McCormic, Steinke, Davidson, Garcie, Sepulvado, Ebarb, and Byrd

Nays: 0

Abstain: 0

Absent: 1 - Ruffin

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

s/Ricky L. Sepulvado
Ricky L. Sepulvado
President