



Monday, March 9, 2020; 2:00-4:30pm  
Phelps Dunbar  
Canal Place, 365 Canal Street, Suite 2000  
New Orleans, Louisiana

## Board Meeting Minutes

### All Commissioners Present:

Sue Klein  
Heidi Raines  
Steve Caputo

Juliet Laughlin  
Jeremy DeBlieux

Jane Cooper  
Gail Cavett  
Matthew Emory (Arv. 2:03 )

**Commissioners Absent:** Christian Pendleton, Mamie Gasperecz, Robert Watters, Frank Zumbo

**Executive Director:** Karley Frankic

### Guests:

Beverly Fulk, FQMD SEC  
Dean Behrens, LSP  
David Jorgensen, Livability

Aldean Valentino, NOPD  
Don Pierce, LSP  
Bob Simms, FQTF

- I **CALL TO ORDER – ROLL CALL:** Vice-Chair Raines led the meeting in Mr. Pendleton's absence.
- II **PUBLIC COMMENT:** It was announced all guests must sign in, and anyone wishing to comment on actionable items must indicate the item(s) on which s/he wishes to comment.
- III **PRESENTATION:** Capt. Dean Behrens, Louisiana State Police (LSP), Troop N shared that 100% of arrests were completed (booked). CEA compliance is monitored for the required 15 troopers per day With last month's roster averaging 20 (18-22) troopers per day. Last year 115 illegal weapons were sized, over the goal of 100. Year to date, 49 illegal weapons have been seized. 2019 arrests were up over 2018. Multiple Troop N personnel received professional awards recently for meritorious service, lifesaving and professional excellence.

There has been a spike in knife related crimes, and these are almost impossible to prevent as opposed to gun crimes, since it is legal to possess a knife. A knife only becomes illegal when it is used in a crime. Sex crime perpetrators and travelers prefer knives. Two hundred troopers were brought in for Mardi Gras weekend. There were more pickpockets this year. Hispanics that came in from various foreign countries, especially Columbia and Cuba. One hundred and fifty were reported, however many went unreported due to the line back-up at the police station. They were working in 4-5 person teams, causing a distraction so the item could be taken, then handing it off 2-3 times to deter arrest. This peaked in the 300-500 blocks of Bourbon. Photographs have been saved for identification at events next year.

Most of the city crime stats are outside of the French Quarter. Some significant arrests have come from Weed World aggressive solicitation.

The Troop N weekly report arrest statistics are per individual, and incidents are per charge; the charges will be greater than the arrests, when an individual has more than one charge. Of the 129 assists, 90% are for NOPD and FQTF; these do not count as arrests for LSP, but NOPD. The Downtown Development District (DDD) officers within the FQMD footprint (upriver side of Iberville Street to downriver side of Canal Street) are coordinated through the NOPD 8<sup>th</sup> District.

IV **APPROVAL OF FEBRUARY MINUTES:** Mr. Caputo motioned (**M1**) to "approve the February 10, 2020 Board Meeting Minutes as distributed...", seconded by Ms. Cavett and unanimously approved.

V **TREASURER'S REPORT:** Mr. DeBlieux distributed the financials for the Operating and the Task Force Accounts. The Balance Sheet as of February 29, 2020 shows the General Operating account at \$287,946.52 and the Supplement Police Patrol Program (SPPP) Account at \$651,036.36 for a total of \$948,752.63. All expenditures are acceptable with no odd or irregular entries.

The Profit and Loss Statement shows the SPPP expense at \$75,974.48. The Budget to Actual Statement shows the General Operating Account with a shortfall due to funding timing and will adjust next month. Everything is in line with the exception of unbudgeted legal fees regarding Civil Service research. The SPPP Account shows the actual balance greater than the budget due to unstaffed police patrols which are budgeted at 100% staffing.

Ms. Cooper motioned (**M2**) to "approve the February financial reports as distributed and explained by Mr. DeBlieux...", seconded by Mr. Bilbe and unanimously approved.

## VI **EXECUTIVE DIRECTORS REPORT**

- a. Security Assessment - Comments manually marked up were sent to Interfor on February 11, 2020. Interfor requested a telephone conference to discuss and this took until March 2nd occur. The teleconference included a discussion Interfor's methodology and meeting the terms of the contract. Ms. Frankic sent Interfor materials for them to fact check items. Interfor said it would take another two weeks to turn around and to clear through their legal counsel.
- b. French Quarter Improvement Fund - The ordinance was received at the March 5th City Council meeting and will be heard at the earliest on March 19, 2020. New Orleans & Company has questions regarding line items that need to be resolved before City Council can vote on the ordinance. The budget now includes three fulltime inspectors from the Public Works, Safety and Permits and Sanitation Departments, as well as one part time NOPD detail officer for issuing summonses. Ms. Frankic along with Mr. Eric Smith is crafting guidance for an interdepartmental compliance team; creating a superb alliance utilizing all the principle departments to assure collaboration. The goal is for businesses to be sustainable financially while maintaining residential and community quality of life. We want to make healthy businesses, not put folks out of business, or have compliance be at the cost of doing business in the Quarter. The first order of the team is to get business and residential property owners into compliance and to be consistent across the board. There shall be one to two City attorneys dedicated to the compliance team and one municipal judge one day per month to work on these cases.
  - Gail Cavett is completing the sidewalk assessment by the next Board Meeting to provide guidance to the Department of Public Works on the priority repairs being wear and tear and not utility cuts that should be repaired with the performance bond collected by the City for those contracts.

- The \$500,000 for sewerage and drainage cleaning will cover 1/3 to 1/2 of the catch basins, 12 inch connecting pipes and underground ground pipes (sewerage and drainage pipes), as well as the sewerage lines cleaned and scoped in this budget year. Before they are scoped, they must be cleaned. Kim Rosenberg and Christian Pendleton, as an initiative of the Livability Committee have volunteered to help collect the recommendations for drainage cleaning and scoping based on blocks with chronic flooding. Attention shall be made to both residential and commercial addresses. Consistent street flooding problems on Royal, North Rampart, the 1000 Blocks off North Rampart and Burgundy were noted. Ms. Frankic requested that feedback be given to Ms. Rosenberg and Mr. Pendleton.
- Traffic Calming and Pedestrian Safety suggestions presented for consideration included:
  - Throughout FQ - pedestrian crossing signs, restriping some crosswalks, traffic-calming bouncy signs
  - Decatur/N. Peters/Conti - landscaping; restriping plan making pedestrian crossing more visible
  - North Rampart/especially Armstrong Park entrance - a special effort to place bouncing signs to separate the dedicated bike lane and the river side, narrowing the lane and slowing traffic, and crosswalk restriping. Also, they will be exploring protected bicycling lanes as part of the bicycling master plan. A traffic light at St. Ann and North Rampart is being considered.
- c. New Orleans & Company – Ms. Frankic spoke with Mr. Walt Leger, III, of New Orleans & Company to verify they will sign another one-year Memorandum of Understanding (MOU) for the FQMD general operating funding at \$150,000. This MOU has been drafted and sent for their review. She also discussed the status of the FQIF budget and relayed the Commissioners responses to the latest updates received by the City of New Orleans’ (CNO) Chief Administrative Office (CAO) staff.
- d. Lt. Governor’s Office – Ms. Frankic spoke to Mr. Michael Ince regarding meeting availability with the Lieutenant Governor, Mr. Pendleton, Ms. Laughlin and Mr. DeBlieux which is yet to be determined.
- f. The St. Ann street – Entergy has completed their work and Hard Rock has begun their work with a completion date of end of June or early July is being targeted. It will remain closed to vehicular traffic until that time.
- g. Jackson Square – Ms. Frankic has received numerous emails from a Pontalba resident about public performers in Jackson Square using loud amplified music and being a general nuisance. They specifically requested information on the new sound ordinance. All these inquirers are being referred to the CNO Health Department. The City is relying on the Heath Department to perform decibel readings and their response is educational at this time. The Health Department is leading the revision of the sound ordinance.
- h. Armstrong Park – Ms. Frankic spoke with Allison Cormier in the Mayor’s office and she shared Mayor Cantrell is intent on moving some City Hall offices to the Municipal Auditorium as the anchor tenant. They are also seeking other tenant opportunities to occupy other City owned building in the Park. She is invited to a meeting at Treme’ Coffee House on March 17<sup>th</sup>, 6pm and she asked any interested Commissioners to let her know if they would like to attend on this use. She also invited the City to update us on this project at the April Board Meeting.
- f. Responsible Hospitality Institute – Social City Summit: She attended the conference in Seattle over

the leap day weekend, including the one day Sociable City Academy sessions. The weekend was very informative and gave her building blocks to base program management upon.

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- She concentrated on security sessions as this seems to be the area where FQMD is going to be focused with the release of the security assessment imminent. What was clear is the French Quarter is an anomaly, having one-half of our security funded through private details to supplement an understaffed police department. No other entity operates as we do. However, she did come away with best practices on how to structure security collaboration in assuring the success of programs. She is very excited to be working with Eric Smith of the CAO on this initiative. That was one of the first emails she sent upon her return and FQMD will be playing a very active advisory role in the team.
- One of the best takeaways came from a lunch session about “Learning to Unlearn”. With her being new to FQMD that has so many long-dedicated volunteers and Commissioners, it was refreshing to learn tools for crafting a paradigm shift when assessing complex issues. This will be helpful since there are so many CEA’s expiring. She felt stepping back and reframing the question will allow new ideas and opportunities to be realized.
- Mr. DeBlieux noted that the Iberville Street overlay is failing miserably because of the method used about five years ago. Ms. Cavett noted that the “repair” began to fail six months after completion. Following that initial assessment, she and Ms. Mulla-McGovern notified the City. They were told this repair was intended to be temporary and not permanent. Ms. Raines noted the Central Business District (CBD) repairs used a permeable surface method. Mr. Jorgensen noted that subsidence (by changing water table and/or leaking pipes) is the main culprit. He also stated that it appears the reconstruction on St. Ann seems to be utilizing the proper technics and would be a good process for the entire Vieux Carre’. Iberville Street is not in the current FQIF budget, but Conti Street is.
- Mr. Simms noted that the sidewalks recently redone are failing and some work is never completed. Ms. Cavett noted that in the new assessment, recommendations shall identify, make recommendations and follow-up with oversight/quality control on repairs. She further stated that suspected causes of deficiencies shall also be noted. Mr. Emory felt the only way to control the process is with 3<sup>rd</sup> party evaluation. Ms. Cavett noted that this is a City project that FQMD does not have control over, simply give input for. Ms. Raines offered that what the Commissioners want is more oversight. Ms. Cavett said FQMD should request more contractual oversight. Mr. Emory felt the contract should also specifically require a subject matter expert to report back to FQMD on the appropriate standard, or not, of work. Ms. Raines also noted all City contracts have performance bonds and those should be held in force until such time as the work is completed and past contract compliance review. Ms. Frankic thought FQMD review of the contract, including performance bond clauses would be beneficial. Ms. Cavett also shared that materials used must be verified to mitigate product failure. It was recommended that Ms. Frankic follow-up on this initiate.
- Mr. Caputo questioned the placement, monitoring and removal of the various movable street barricades littered throughout the French Quarter. Ms. Frankic replied the 8<sup>th</sup> District is responsible for these and are utilized whenever road closures are required. She did contact Empire to keep those as clean and tidy as possible. She requested any problem barriers be sent to her with a photo and location for follow-up. Mr. Caputo noted especially the corner of Bienville and North Rampart.
- The Hard Rock demolition is now slated for April. Mr. Pendleton has requested Ms. Frankic

contact the Mayor and Council offices to note FQMD's request for an earlier time-frame. This is a severe problem for the Hospitality Industry and public transportation. Additionally, Mr. Caputo noted due to COVID-19 the hotels are losing business every day and this will reflect on the self-assessment tax and FQMD funding. The City is not a party to the contract between the developer and the insurance company; with Safety and Permit issues, this is a hold-up. Once the contract is signed, it will take one month for pre-demolition, including three Canal Street buildings. This includes blast mitigation to surrounding buildings and street infrastructure. Then there will be two months of body removal, evidence gathering and final debris removal. With litigation and bonding collection processes, Mr. Emory felt this could take up to a year. Ms. Frankic shall gather updated time-line information on this.

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## **VII REPORT BY CHAIR, FINANCE AND DEVELOPMENT COMMITTEE:**

- a. Meeting Report – Ms. Raines noted a quorum was present for the first time in a while. Mr. John Foard, CPA the FQMD Finance Manager was present and noted that all reports have been standardized. Following Board input, it was determined the Budget to Actual Report shall be done quarterly. Invoices are now being sent to FQMD funders.
- b. 2019 Annual Report and Strategic Plan – This was tabled until April, due to Ms. Frankic's out of town conference.
- c. SPPP Account Balance – Discussed ways of utilizing the excess balance:
  - Program Manager - Ms. Frankic was instructed to finalize research on Louisiana State Civil Service status and administration of same and to report back at the April Board Meeting. The Board agreed.
  - Vehicle Purchase – Mr. Simms agreed to research vehicle availability and costs which shall be presented at the next Finance Committee Meeting for consideration to present to the Board in April.
- d. Retention of public relations firm for Security Study roll out – Ms. Raines reported as indicated by the budget, FQMD can spend \$2,500.00 - \$5,000.00 for this purchase. This Committee would research firms for this project and bring it back to the Board for a decision. Mr. DeBlieux noted that full release of the Study had not been determined. Ms. Cooper shared it was agreed a report of some kind would be released. Mr. Emory felt having a professional shape the message for positive outcomes was worthwhile. Ms. Cavett shared that this Study shall be available to our funders, the Mayor and Councilmember Palmer, and it couldn't hurt to vet firms for future use once the Study is finalized and FQMD makes a distribution decision. Mr. Caputo agreed. At Ms. Raines request, the Board agreed with their input and Ms. Frankic was tasked to identify, with due diligence some public relation firms and gather proposals for a Security Study roll out scope of work, as was done with the Finance Manager consultation. Ms. Frankic shall bring this back to the Board for consideration, based on the discussed budget.
- e. French Quarter Task Force Licensing Agreement – Mr. Simms submitted a section out of the Agreement and he was requested to submit the complete Agreement for review. He was assured FQMD was not seeking proprietary information, but a scope of work to access to make a determination to move forward. He had several conversations with Mr. Torres regarding this. He stated the technical data could be shared, or a legal agreement to not shop the app and then everything could be shared. Ms. Raines stated the committee is attempting to compare the app functionality and terms in relation to its cost. She further stated that at the August 18, 2019 Commission Meeting, the approved minutes reflects that the cost of the app license would be

\$30,000.00 and the Budget was listed at \$35,000.00. Therefore, she is trying to reconcile how the price increased from \$30,000.00 to \$50,000.00. Mr. Simms stated the \$35,000.00 quoted was not made by SDT but was relayed by a Commissioner. Mr. DeBlieux clarified the lower figure was reported by former Chairman Musso following a conversation with Mr. Torres. It was decided in Committee that by April 8, 2020 Mr. Simms would submit the licensing agreement without the proprietary intellectual property information. This would include the features, scope of service, capability and price. That information shall be vetted through the Finance and Development and the Security and Enforcement Committees for presentation to the Board at the April or May meetings. Mr. Simms stated this could be available tomorrow.

**VIII REPORT BY CHAIR, GOVERNMENT AFFAIRS COMMITTEE:**

The Committee met on February 13, 2020 when a cursory, initial review of the FQIF CEA was reviewed with no action taken.

**IX REPORT BY CHAIR, LIVABILITY COMMITTEE:**

The Committee did not meet.

**X REPORT BY CHAIR, SECURITY AND ENFORCEMENT COMMITTEE:**

The Committee met on February 17, 2020 and shall be approaching the Government Affairs Committee to approach District C Councilmember Palmer to champion the following:

- a. Increase the distance of legal firearms from bars to support law enforcement measures.
- b. Investigate the consolidation of security forces as recommended in the Security Study draft.

In Committee, Mr. Caputo Steve said perhaps the City could be moved incrementally to increase the officer numbers for the FQ. Ms. Cavett agrees with this and noted both existing the SPPP and LSP CEA's state the SPPP is not to replace NOPD and that a good faith effort would be made to replace lost NOPD positions. Therefore, the City acknowledges there is a deficiency in the numbers and the SPPP is not to replace that. She recommended we formulate a phase in the program to present to the City with reasonable numbers. Mr. Emory noted that the Police Academy is restricted to cadet numbers by the current Federal Consent Decree. He also recommended the City should be given a very vivid picture of what the consequences would be if the SPPP no longer existed. Ms. Frankic shared the current cadet class is limited to 25 and had to fight for an increase of 30. Last year 209 cadets graduated with 200 officers retiring, so the net gain was 9 unexperienced officers. In 2017 there were 99 Eighth District officers which increased to 120 in 2019. Mr. Simms questioned that figure and said it was 100 officers at best. The 120 figure may reflect the entire Eight District and not just the French Quarter. Captain Baldassaro has said the 8<sup>th</sup> District is the best maned in NOPD. When queried, Interfor could not relay how many officers should be required in a district like the French Quarter with residents and guest influx, Mr. Emory noted that during event times, the area has a Federal security risk of Level II. Ms. Raines believes the standard practice for police numbers in districts similar to the French Quarter should be researched. Also, the Federal Consent Decree, which is one of the impeding factors now, remains in play even post-compliance for a probationary period. FQMD must show the number of officers funded that supplement NOPD to include the LSP manhours. Currently about \$8,000,000.00 per year is spent to supplement NOPD. That is the equivalent of about 62 officers at \$44.00 per hour. The loss of 62 officers would clearly clarify the tremendous loss to law enforcement if the funding ceased. Mr. Simms said it was noted in

Committee that FQMD needs an exit strategy when SPPP ceases. He said better supervision is one of the big issues SPPP has need of and perhaps the SPPP should be totally turned over to NOPD with funding contingent upon operational procedures as defined in the CEA. Mr. Emory stated this Committee will research our resources and present recommendations pursuant to this for discussion at the April Board Meeting. Once crafted this data-based information will exhibit value of FQMD to the City and its funders.

## XI NEW BUSINESS

- a. Committee Nominations – Ms. Cooper presented information (**ANNEX 1**) on formalizing the committee membership approval process, past being Board approved. A resume’ and a letter of interest from a nominee to say why they wish to be on the committee is recommended. This would encourage the nominee to attend meetings and contribute to the work of the committee. This is not to restrict committee membership. The Board was asked to consider this new process. If agreed upon, FQMD must decide how to proceed. Should an ad-hoc committee be appointed to decide the next steps, which may include a bylaw change? Mr. Emory encourages anyone having an interest in FQMD’s mission to be engaged and therefore would be concerned about anything that restricts that. Ms. Cavett suggested the Board read the bylaws, empowering legislation and Ms. Cooper’s proposal before the April meeting for a more informed decision. Mr. DeBlieux noted as stated now, the Chair nominates committee members for Board approval. Ms. Klein noted all nominees should agree to the requirements and expectations of committee membership before they are presented for Board approval. If the nominee is unwilling, they can still attend the meetings which operate according to the Open Meeting Law. A minimum of 50% of committee meetings must be attended to be an active voting member of a committee.

## XII NEXT MEETING: April 13, 2020

- XIII **ADJOURNMENT** – Mr. DeBlieux motioned at 3:40 pm (**M3**) that “the meeting be adjourned...”, seconded by Mr. Emory and unanimously approved.

Respectfully submitted,

Susan Klein (signed original available)

Susan Klein, Secretary

## **ANNEX 1:**

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# COMMITTEE NOMINATION PROCESS

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## Overview:

Article XIV of the French Quarter Management District (FQMD) Bylaws addresses Committees, Task Forces, and Citizen Advisory Committees. The FQMD currently utilized committees, not task forces or citizen advisory groups because the teams meet regularly/monthly, vote, and take action on initiatives. The Chairman nominates members for the Committees. A Committee’s composition of voting Members must represent a balance of views. The Board approved Committee Members may not vote or take part in any discussion where they would benefit themselves, family, colleges or supporters. Additionally, if a non-voting attendee comments, it should be noted if that person has a conflict of

interest pursuant to the topic at hand and any vote taken. Minutes do not have to be as formal as Commission minutes, but agenda, attendance, discussion synopsis and votes must be recorded.

## Recommendation

Transparency and parity of views is essential at Committee meetings. Therefore, in the future, if a nominee is not a Commissioner, the recommending Commissioner shall notify the Chairman in advance of nominee prospects, by providing:

1. Resume and bio of the nominee
2. Letter of Interest in joining Committee from nominee

If these items are not received and circulated prior to the Board Meeting, Board approval would be deferred to the next Commission Regular Meeting.

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# BYLAWS OF THE BOARD OF COMMISSIONERS OF THE FRENCH QUARTER MANAGEMENT DISTRICT

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## ARTICLE XIV

### COMMITTEES, TASK FORCES AND CITIZEN ADVISORY COMMITTEES

- A. The Board of Commissioners may create committees, task forces and/or citizen advisory committees (Committees) composed entirely of members of the Board, entirely of non-Board members, or a combination thereof, as it deems necessary and appropriate. A Committee may be permanent or created for a limited term or project. All rules in La. R.S. 42:11, et seq., that are applicable to a meeting of the Board of Commissioners are applicable to a Committee meeting, for example, all meetings shall be open to the public, allow public comment, be properly noticed, etc.
  1. The Chair of the Board of Commissioners shall nominate prospective Committee, Task Force and Citizen Advisory Committee (Committee) members, including officers (for example, Chair, Vice-Chair, or two (2) Co-Chairs), to the Board of Commissioners for the Board to appoint. The Board may set term limits for the officers of a Committee. All Committees, Task Forces and Citizen Advisory Committees shall be, for the purposes of La. R.S. 42:11 through La. R.S. 42:28, considered a Citizen Advisory Committee.
    - a. Nominations made by the Chair of the Board of Commissioners should be guided by the need to achieve balance and even representation/contributions during Committee deliberations and by the nominee's nexus to the French Quarter.
    - b. Eligibility for nominations for officers of a Committee shall be as follows:
      - i. A candidate for appointment as a Chair shall be a sitting Commissioner or be (1) a domiciled and qualified voter in the District; (2) employed full-time in the District;



- ii. For candidates for appointment as co-chairs, at least one shall meet the requirements for Chair as set out in (i) above and the other shall have a French Quarter nexus determined sufficient by the Board; and
  - iii. A candidate for vice-chair shall either (1) meet the requirements for Chair as set out in (i) above or (2) a French Quarter nexus determined by the Board.
- c. Continuation of Committee membership is not dependent upon a member's regular attendance at Committee meetings, but membership will terminate upon (i) missing six (6) regularly noticed

meetings within one (1) year period without an excuse; (ii) resignation submitted in writing to the Chair of the Board of Commissioners; or (iii) termination of eligibility for membership. It is sufficient that a Committee member provides a benefit to the Committee or the work of the Committee. Nonetheless, the Chair of the Board of Commissioners shall periodically discuss attendance of Committee members with the officers of the Committee to evaluate Committee membership needs. The Chair of the Board of Commissioners may propose the removal of any member of a Committee to the Board of Commissioners for the Board of Commissioners to remove.

- d. In keeping with public policy of La. R.S. 25:799 (C)(4), any Committee Officer who misses more than fifty percent (50%) of the regularly noticed meetings of their respective Committee in any calendar year shall be disqualified and removed automatically from office and that person's position shall be vacant as of the first day of the next calendar month.

- 2. Officers and members of a Committee shall serve without pay or per diem.
  - 3. Officers and members of a Committee shall not use their service or membership on a Committee to further their own personal interests or the interests of their family, friends, colleagues, clients or supporters.
  - 4. Officers and members of a Committee shall faithfully and impartially discharge and perform all the duties incumbent on them as a member or officer of a Committee, in the best interest of the District, and according to the best of their ability and understanding.
  - 5. Officers and members of a Committee shall inform the Committee Chair and fellow members of any potential conflict of interest they may have regarding a matter before the Committee, and shall not vote or participate in the discussion or debate on any issue in which they have a conflict of interest. "Conflict of interest" as used herein includes any interest that would materially affect, directly or indirectly, their financial interests or those of a member of their family or household, business or employment, or a personal, family, or client interest.
  - 6. Officers and members of a Committee shall not violate the trust of the public or the Board of Commissioners.
- B. Officers and members of a Committee, Task Force, or Citizen Advisory Group shall obtain prior approval from the Board of Commissioners or the Chair when speaking on an issue on behalf of the District, Board of Commissioners.

When meeting with an elected or appointed official, employee or public body, or the press, a Committee officer or member has full right to exercise their first amendment rights and shall clarify whether they are commenting as themselves or making a pre-approved statement on behalf of the District. Officers are asked to use discretion

when exercising their first amendment rights as they may be publicly recognized as an FQMD officer. No member of an FQMD Committee or subcommittee shall engage in written or verbal communication stating a specific FQMD position or conclusion without prior approval of the Board or the Chair.

- C. In keeping with the public policy of La. R.S. 42:11, et seq., all meetings of a Committee shall be open to the public.
1. A quorum of the membership of a Committee shall only deliberate, discuss or debate the business of the Committee in a properly noticed public meeting.
  2. It is prohibited to decide Committee action outside of a properly noticed Committee meeting. As stated in La. R.S. 42:12, it is essential to the maintenance of a democratic society that public business be performed in an open and public manner and that the citizens be advised of and aware of the deliberations and decisions that go into the making of public policy. This provision will not preclude sharing information and materials, provided that such information and materials are accessible to the public.
  3. It is prohibited for a Committee to informally poll Committee members or their position on a matter and/or to hold a meeting or poll Committee members by email or telephone.
  4. Committees may take notes, but are not required to take minutes. Nonetheless, in keeping with public policy of La. R.S. 42:11 et seq., the Chair/Co-Chairs of a Committee shall record the names of the Committee members attending a Committee meeting and a record shall be kept of all motions made and votes and action taken. Furthermore, such notes shall include: 1. The date, time and place of the meeting; 2. Individual role-call vote to go into Executive Session; and 3. The notes/minutes shall be posted on the Commissions website one week following acceptance of such minutes or notes at the next scheduled meeting of the Board of Commissioners. The Chair/Co-Chairs of the Committee shall make a written report of the activities and votes of the Committee to the Board of Commissioners during the Board's regular or Special meeting. Written reports may be supplemented by reports during the Board's regular or Special meeting.
  5. In keeping with the policy of La. R.S. 42:14 (D), during every meeting of the Committee, officers shall allow public comment prior to every vote, and on each agenda item on which action is to be taken. Such comment may be subject to guidelines such as time limit, speaking to items on the agenda, etc.
    - a. Following a motion being made to the Committee and seconded, all Committee questions and comments related to the motion shall be adequately discussed before a vote or action is taken.
    - b. Only the members of a Committee shall participate in voting, but the Chair/Co-Chairs of the Committee, or the Chair's designee, may ask each attendee their position on the question before the Committee.
    - c. All votes of the Committee shall be viva voce. Pursuant to La. Attorney General Opinion No. 19-0022, a show of hands does not comply with the viva voce requirement.
  6. Remarks and discussion during Committee meetings shall be courteous in language and deportment.
  7. When a quorum of the membership of a Committee is not present at a properly scheduled and noticed meeting of a Committee, the Chair/Co-Chairs of the Committee may decide to hold the meeting or to reschedule it. If the noticed meeting is held without a quorum, no voting action may occur.
  8. Every January, the Chair or Co-Chairs of each Committee shall submit a work plan for the year to the Board of Commissioners for its approval.

- D. In keeping with the public policy of La. R.S. 42:11 et seq., the time, date, and meeting place of all regular meetings of a Committee for the year shall be timely submitted by the Chair/Co-Chairs of the Committee to the Chair of the Board of Commissioners, or his/her designee, so that notice of the meetings is able to be posted on the District's website at the beginning of each January.
- E. In keeping with the public policy of La. R.S. 42:11 et seq., the Chair/Co-Chairs of each Committee shall send the notice and agenda of each meeting to the Chair of the Board of Commissioners, or Chair's designee, at least seven (7) days in advance of the meeting so that notice and agenda may be posted on the District's website and sent out by the District.
  - 1. The notice shall include the items on the agenda, and the date, time and place of the meeting.
  - 2. Each item on the agenda shall be listed separately in reasonable specificity.
  - 3. Upon unanimous approval of the members present at a meeting, a Committee may take up a matter not on the agenda as long as it is not a subterfuge to defeat the foregoing notice requirements.
- F. Pursuant to La. R.S. 25:799 (K)(2), a person who serves as a member of the District and acting in good faith shall not be individually liable for any act or omission as provided in R. S. 9:2792.4 or any other provision of law.