

**MINUTES**  
**POINTE COUPEE PARISH HOME RULE CHARTER COMMISSION**  
**November 23, 2015**

The Pointe Coupee Parish Home Rule Charter Commission met in regular session at 5:00 p.m. on Monday, November 23, 2015 at the Courthouse Building in the Sheriff's Meeting Room, New Roads, Louisiana.

Chairman Lyles called the meeting to order and directed Secretary Gerrie Martin to call the roll:

**PRESENT:** Messrs. Alden Andre, Price Gay, Mrs. Gail Hurst, Messrs. Jacques LaCour, Richard Maciasz, Albert Sneed and Jimmy Lyles, Chairman.

**OTHERS**

**PRESENT:** Attorney Dannie Garrett and Mr. Tommy Comeaux.

**ABSENT:** Messrs. Cornell Dukes, Albert Dukes, Jeremy LaCombe and Cletus Langlois.

**PUBLIC COMMENTS**

There were no public comments.

**ADOPT MINUTES**

Motion by Mr. Maciasz and seconded by Mr. Andre:

**RESOLVED,** That the minutes of November 9, 2015 meeting be accepted as written and be published.

Unanimously carried.

**DISCUSSION AND CONSIDERATION THE ORGANIZATIONAL CHART**

Attorney Garrett discussed and reviewed in detailed the proposed administration organizational structure chart for their consideration.

Upon review and further discussion, the commissioners agreed to revise the chart, including eliminating the Department of Planning & Zoning and placing Code Enforcement and Floodplain Management under the Department of Administration. Therefore, reducing to the following four (4) major departments: Department of Finance/Treasurer, Department of Public Works, Department of Parks & Recreation and Department of Administration. Attorney Garrett will complete a draft of the administrative article of the charter and the organizational chart and send to commissioners for their review prior to their next meeting, therefore they will consider and approve.

Attorney Garrett discussed and explained the process for hiring legal counsel.

DISCUSSION & CONSIDERATION OF DESCRIPTIONS AND FUNCTIONS OF DEPARTMENTS

Attorney Garrett discussed and reviewed the establishment of job descriptions and the functions of the various departments.

SET NEXT MEETING DATE AND AGENDA ITEMS

Chairman Lyles announced the next meeting will be held Monday, December 14, 2015 at 5:00 p.m. The agenda items will be (1) discussion and consideration of proposed administration article, and (2) discussion and consideration of the executive branch. Due to the Christmas Holiday; the commission will not have a meeting on the fourth Monday in December.

OPEN DISCUSSION

There was no open discussion.

Motion by Mr. Andre and seconded by Mr. Gay, the meeting adjourned at 7:05 p.m.

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Jimmy Lyles, Chairman