



6000 Doug Altaway Blvd. | Shreveport, LA 71115 | P (318) 524-2272 | F (318) 524-2273 | port@portcb.com | www.portcb.com

## MEMORANDUM

**To:** Commissioner Roy Griggs, President  
Commissioner Walter O. Bigby, Jr., Vice President  
Commissioner Bill Altimus  
Commissioner Erica R. Bryant  
Commissioner Sam N. Gregorio  
Commissioner James D. Hall  
Commissioner Capt. Thomas F. Murphy  
Commissioner Rick C. Prescott

**From:** Eric England

**Date:** July 6, 2020

**Re:** **PERSONNEL POLICIES AND PROCEDURES COMMITTEE MEETING, Monday, July 13, 2020, 3:45 p.m.**

**Public Notice and Certification to Convene  
Virtual July Personnel Policies and Procedures Committee Meeting  
(In accordance with Section 2 of Proclamation 84 JBE 2020)**

The Personnel Policies and Procedures Committee of the Caddo-Bossier Parishes Port Commission (hereafter referred to as "the Commission") has scheduled its Personnel Policies and Procedures Committee Meeting for Monday, July 13, 2020 at 3:45 p.m.

On June 26, 2020, the Governor of Louisiana issued Proclamation 84 JBE 2020, extending the Public Health Emergency in response to the COVID-19 outbreak in Louisiana. Proclamation 84 JBE 2020 provides for restrictions on public gatherings, as well as impose limits on in-person interactions. These additional measures shall be in effect through July 24, 2020.

The Chairwoman of the Personnel Policies and Procedures Committee hereby certifies that in order to protect the welfare of the citizens of Louisiana, and in order to ensure the presence of a quorum of Committee members, which would otherwise not be possible under the present circumstances, it is necessary to conduct the **July 13, 2020** meeting in a virtual setting. Therefore, in accordance with Sections 2 of Proclamation 84 JBE 2020 and in consideration of the safety and well-being of the Committee members, staff, and communities directly impacted by the COVID-19 Public Health Emergency, the Personnel Policies and Procedures Committee's July 13, 2020 meeting will convene remotely, via teleconferencing or videoconferencing.

"This institution is an equal opportunity provider and employer."

MEMBERS: Roy Griggs, President; Walter O. Bigby Jr., Vice President; Bill Altimus, Secretary Treasurer;  
Erica R. Bryant; Sam N. Gregorio; James D. Hall; Capt. Thomas F. Murphy; Rick C. Prescott

Meetings will be livestreamed using the *GoToMeeting* platform. Public comments will be accepted during the public comment period of the meeting during the livestream through the "Raise Your Hand" feature. In the event technical difficulties are experienced by an individual desiring to make a public comment, he or she may text 318-426-0878 or email [tylerc@portcb.com](mailto:tylerc@portcb.com) during the meeting and alert the Commission of their desire to make a public comment. In addition, public comments are encouraged to be submitted to the Personnel Committee **prior to the meeting** at [hettiea@portcb.com](mailto:hettiea@portcb.com) or 318-426-0878. The Agenda for the meeting, as well as the public link to access the livestream of the meeting will be posted on the Commission's website and distributed to its public notification list, no later than 4:00 p.m. on Thursday, July 9, 2020.

To connect through the GoToMeeting link provided or the app (that can be downloaded in the app store on an iPhone or Android device), please click or enter the following link:

**Caddo-Bossier Port Commission - July 2020 Personnel Committee Meeting**  
**Monday, July 13, 2020 3:45 PM - 4:15 PM (CDT)**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/795241645>

**You can also dial in using your phone.**

United States: [+1 \(872\) 240-3212](tel:+18722403212)

**Access Code:** 795-241-645

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/795241645>

Those wanting to make a public comment, but without audio/microphone on their computer, must register and join via the conference call line \*\*\*Note – If the participant does not have a pin please press pound and the audio for said participant will begin upon the administrator starting the meeting.

We advise you to check system requirements in advance of the meeting to ensure you will be able to connect to the meeting when it is live.

For questions regarding the virtual Commission meeting, please email Hettie Agee at [hettiea@portcb.com](mailto:hettiea@portcb.com).

Posted: Monday, July 6, 2020 at 2:00 p.m.



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**Caddo-Bossier Parishes Port Commission  
Personnel Policies, and Procedures Committee Meeting  
Mon, Jul 13, 2020 3:45 PM - 4:30 PM (CDT)**

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You can also dial in using your phone.

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3:45 p.m., 2<sup>nd</sup> Floor Steering Room  
Regional Commerce Center

*MISSION: Maximize utilization of Caddo-Bossier Port resources to generate economic development in Caddo and Bossier Parishes, expand use and development of the area’s multi-modal transportation and distribution system, and increase commerce through the Port.*

- *The Port will provide cost effective and efficient facilities for its users.*
- *The Port shall operate in a fiscally responsible manner.*
- *The Port will maximize utilization of public assets entrusted to it for the economic benefit of Caddo-Bossier citizens and partners of interest.*

<b>Call to Order</b>	Erica R. Bryant
<b>Introduction of Guests</b>	Erica R. Bryant
<b>Public Comment on Agenda Items</b>	Erica R. Bryant
• <b>Telecommuting Policy</b>	Eric England
<b>Adjournment</b>	Erica R. Bryant

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