

The regular meeting of the East Feliciana Parish Police Jury was called to order on September 15, 2025, at 6:00 P.M. by Police Jury President Louis Kent. Opening prayer was offered by President Kent and the Pledge of Allegiance was then led by Juror Kristin Chasteen

The roll was called by Secretary Treasurer Yamesha Harris and the following jurors were present: Juror Dexter Armstead, Juror Kristin Chasteen, Juror Kyle Fleniken, President Louis Kent, Juror Jason McCray, Juror Keith Mills, Juror Richard Oliveaux, and Vice President Chrissie O'Quin. Juror Michael Cheatham was absent

A motion was made by Juror Jason McCray, seconded by Juror Dexter Armstead to approve the agenda. Motion passed

A motion was made by Vice President Chrissie O'Quin, seconded by Juror Jason McCray to adopt minutes from the September 2, 2025 Regular Meeting. Motion passed

Kayla Banta with EFP 4-H informed the Police Jury of the East Feliciana 4-H Environmental Service Project.

A motion was made by Juror Kristin Chasteen, seconded by Juror Jason McCray to approve request from Stephanie Lee to live in a camper at 2038 Hwy 957 for 1-year, during house build. Motion passed

A motion was made by Juror Kristin Chasteen, seconded by vice President Chrissie O'Quin, to approve participation agreement for the National Opioid Settlement with Purdue. Motion passed

A motion was made by Juror Kristin Chasteen, seconded by Juror Keith Mills to take request for transfer of property from Andy Graham & Darryl Adams under advisement. Motion passed

Announcement of intent to call an election

**Notice is hereby given that at its meeting to be held on Monday, October 20, 2025 at 6:00 p.m. at its regular meeting place, the East Feliciana Parish Police Jury Meeting Room, 12064 Marston Street, Clinton, Louisiana, the Police Jury of the Parish of East Feliciana, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held in the Parish of East Feliciana, State of Louisiana to authorize the levy of an ad valorem tax therein.**

President Kent asked that all support the rededication to appear on the October 14, 2025 ballot

President Kent reminded the Jury of the Region VI meeting scheduled for October 15, 2025 and the deadline to register is October 1, 2025.

A motion was made by Juror Keith Mills, seconded by Juror Richard Oliveaux to adopt a Vehicle Use Policy. Motion passed

## Vehicle Use Policy

### 1. Authorization & Eligibility

Employees may not drive any business vehicle without prior supervisor approval.

Before approving a driver—and **annually** thereafter—the Parish Secretary must check the employee’s driving record.

Employees approved to drive must immediately inform their supervisor of any changes that could affect their:

- Legal ability to drive
- Physical ability to drive
- Continued insurability

Employees whose jobs require regular driving as an essential function must, as a condition of employment, meet the driver approval standards at all times.

### 2. Vehicle Assignment & Use

Employees needing transportation for work may be assigned a company vehicle.

If no company vehicle is available, employees may use their personal vehicles for business purposes with prior supervisor approval.

Company vehicles may be used for commuting to and from work only; other personal use is not permitted.

Employees driving on Police Jury business must:

- Exercise due diligence and drive safely
- Maintain security of the vehicle and its contents- Comply with all traffic laws

All drivers of Police Jury owned vehicles shall meet the driver criteria requirements.

#### **Strictly prohibited:**

- Use of handheld cell phones, including texting, while driving on company business- Transporting nonemployees or nonbusiness passengers (e.g., family or friends)

### 3. Mileage Reimbursement

Employees who use their personal vehicle for approved business purposes will receive a mileage allowance equal to the IRS optional mileage rate.

All mileage reimbursements must be documented and reported in accordance with IRS requirements. Employees are responsible for submitting accurate mileage logs to ensure proper reporting.

#### **4. Accidents & Reporting**

Employees must immediately inform their supervisor of any accident, incident, theft, or malicious damage involving a company vehicle, regardless of injury or damage level. Employees must submit to a drug and alcohol test following any vehicle accident or incident. The supervisor will notify the Parish Manager.

Employees must fully cooperate with authorities but should make no voluntary statements except in direct response to investigating officers' questions.

#### **5. Vehicle Take-Home Privilege**

Employees who are on 24-hour call may be permitted to take a company vehicle home to ensure rapid response.

**All drivers of Police Jury owned vehicles shall follow IRS Guidelines for personal commuting use of Police Jury vehicles.**

#### **6. Prohibited Conduct**

Employees are never permitted to operate a company vehicle—or a personal vehicle for company business—under the following conditions:

- Any physical or mental impairment that makes driving unsafe
- Consumption or influence of alcohol, illegal drugs, or prescription medication that impairs driving ability
- Any temporary impairment, illness, or intoxication that prevents safe and legal vehicle operation

**Adopted: September 15, 2025**

A motion was made by Juror Kyle Fleniken, seconded by Vice President Chrissie O'Quin to approve monthly invoices. Motion passed

Juror Dexter Armstead informed the Jury of the new pavilion at the park in McManus

Administrative Matters/Treasurer Reports were as follows:

- Informed Jury of Region VI registration deadline
- Informed Jury of annual Prevention on the Go at the Parish Health Unit
- Informed Jury that notices were sent to Parish Manager applicants as directed
- Informed Jury that the Personnel Committee met and no changes are needed to the organization chart

Homeland Security Deputy Director

- Informed the Jury that a burn ban could possibly be recommended if the Parish doesn't receive rain in the next seven days

Public Comments were as follows:

- Discussed the election ballot for October 14<sup>th</sup> (Representative Adams)
- Informed the Jury of the Capital Outlay application deadline in November (Representative Adams)
- Juror Dexter Armstead thanked everyone for their prayers

A motion was made by Juror Jason McCray, seconded by Juror Dexter Armstead to enter into Executive Session for not more than 30 minutes to discuss items on the agenda. Motion passed

A motion was made by Juror Jason McCray, seconded by Juror Keith Mills to enter into Regular Session from Executive Session. Motion passed

No action taken on permitting and possible litigation

A motion was made by Juror Keith Mills, seconded by Juror Jason McCray to accept recommendation to settle LWCC claim. Motion passed

A motion was made by Kristin Chasteen to adjourn.

---

Yamesha Harris, Parish Secretary

---

Louis Kent, Police Jury President