

2022-0277

INTRODUCED BY: MARY K. CLULEE, COUNCILWOMAN, DISTRICT II
RESOLUTION NO. 6667

A resolution amending Resolution No. 3147, which established specific policies to be used in the Department Head Confirmation Process, to amend "Exhibit A" confirmation questionnaire for Department Head appointees, to provide further clarification therein.

WHEREAS, the St. Charles Parish Home Rule Charter, Article III, Section B.3.a., states that all Department Head appointments must be submitted to the St. Charles Parish Council for confirmation by a majority vote of the Council within thirty (30) days of appointment; and,

WHEREAS, the Home Rule Charter does not address the specific procedures to be used in the confirmation process of Department Heads; and,

WHEREAS, Resolution No. 3147 adopted March 7, 1988, established specific policies to be used in the Department Head Confirmation Process; and,

WHEREAS, Resolution No. 3147 established a procedure for a confirmation questionnaire to be completed by the appointee and submitted to the Council Secretary no less than five (5) business days before the confirmation hearing date; and,

WHEREAS, Resolution No. 4847 adopted October 9, 2000, amended Resolution No. 3147 to inquire about any pending or past Litigation against St. Charles Parish and/or any Political Subdivision; and,

WHEREAS, the Parish Council uses the data contained in the confirmation questionnaire as a basis for determining the qualifications of the appointee; and,

WHEREAS, it is the desire of the Parish Council to amend and clarify said confirmation questionnaire "Exhibit A" for Department Head appointees.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby amend Resolution No. 3147, which established specific policies to be used in the Department Head Confirmation Process, to amend "Exhibit A" confirmation questionnaire for Department Head appointees, to provide further clarification therein.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: BILLINGS, FONSECA, CLULEE, GIBBS, DUFRENE, FISHER

NAYS: NONE

ABSENT: DARENSBOURG GORDON, BELLOCK, FISHER-CORMIER

And the resolution was declared adopted this 19th day of September, 2022, to become effective five (5) days after publication in the Official Journal.

2022-0277 Amend_Reso3147_Department Head Confirmation Questionnaire.2022

CHAIRMAN:

SECRETARY:

DLVD/PARISH PRESIDENT:

APPROVED:

DISAPPROVED:

PARISH PRESIDENT:

RETD/SECRETARY:

AT: 7:35 am

RECD BY:

EXHIBIT “A”

ST. CHARLES PARISH COUNCIL

DEPARTMENT HEAD CONFIRMATION QUESTIONNAIRE

IN CONSIDERATION FOR APPOINTMENT TO

1. Name:_____

Primary Phone: _____

Email address: _____

(PHONE NUMBER & EMAIL ADDRESS WILL **NOT** BE MADE PUBLIC IF YOU SPECIFY)

2. Current residential address:

Mailing address: (If different from current residential address)

3. * Ethnicity:_____ *Gender:_____

*FOR STATISTICAL PURPOSES ONLY

4. Are you a registered voter? Yes_____No_____

If yes, Parish_____

5. Education:

List institutions, dates attended, degree received, and date granted:

6. Employment Record:
List positions held for last three employers including the title or description of job, name of employer, location of work, and dates of inclusive employment:

7. Government Experiences:
List any experience in or association with federal, state, or local governments, including advisory, consultative, honorary, or part-time service or positions:

8. Current Offices/Employment:
List below all current elected or appointed offices or employment as well as the associated Governmental Entity:

9. Political Activities:
List all financial contributions and services rendered to political candidates and/or election committees for the past four years in excess of the following amounts for the following classes of candidates: (a) \$2,000 for major office candidates (governor, lieutenant governor, secretary of state, attorney general, state treasurer, commissioner of agriculture, commissioner of insurance, commissioner of elections, superintendent of education, public service commissioner, justice of the supreme court); (b) \$100 for district office candidates (member of the legislature, public offices elected parishwide, public offices elected in more than one parish or portions of more than one parish).

10. Honors and Awards:
List scholarships, fellowships, honorary society, memberships, and any other special recognitions for outstanding service or achievement:

11. In your opinion, what qualifies you to serve in the position to which you have been nominated?

12. Have you read Louisiana's governmental ethics law?

13. Are you in any way related to any member of the Parish Council or the Parish President?
If so, state the relationship.

14. If you, personally, or any business enterprise which you have an interest of 10% or greater, has received income in excess of \$5,000 from St. Charles Parish (excluding retirement income), please list the source(s) and the amount(s) received in the previous 2 calendar years and the amount(s) to date in the current calendar year:

15. Would this appointment create a conflict with your present employer, business firm, associations, or organizations if you are appointed to this position?

16. Has anybody made a commitment to employ your services in any capacity after you leave government service?

17. Have you ever been arrested or convicted of a felony? (If yes, explain in detail.)

18. List all arrests and convictions for violation of any City, Parish, State or Federal laws.

19. Have you ever been arrested or convicted or paid a fine for reckless driving or driving while intoxicated? When and where?

20. Are there any charges pending against you at present? (If yes, explain in detail.)

21. Are you presently in compliance with federal and state income tax regulations? (If not, explain briefly.)

22. Are you involved in any pending or past Litigation against St. Charles Parish and/or any Political Subdivision thereof?

Sworn to and subscribed before me, undersigned Notary, and the undersigned competent witnesses, this _____ day of _____, 20____.

Appointee's Signature

Witness

Witness

Notary Public

Please contact Council Secretary for delivery instructions 985-783-5000.