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**COMPREHENSIVE PLAN CITIZEN ADVISORY COMMITTEE (CPCAC)**  
**PUBLIC MEETING**  
**ACTION SUMMARY**

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**Meeting Held Wednesday, March 28, 2012, 5:30 pm at the Rosa Parks Transportation Center**

**Members Present**

- Bruce Conque
- Don Bertrand
- Flo Meadows
- Jerry Prejean
- Kam Movassaghi
- Louis Perret
- Marilyn McDonald
- Perry Wilson
- Dr. Joby John
- Mike Hefner
- Greg Manuel
- John Guilbeau

- Gerd Wuestemann
- Kevin Blanchard
- Mandi Mitchell
- Mitzi Moss Duhon
- Tom Meyers
- Virginia Jones
- Mary Jane Bauer
- Susannah Malbreaux
- Hector LaSala
- Carrie Templeton
- Karen Carson
- Joyce Linde

**Members Absent**

- Andrew Perrin
- Faye Touchet
- Jared Bellard
- Monty Warren
- Robert Daigle
- Margaret Trahan (Angela Morrison attended)
- Alton Trahan
- Pastor Deborah Young
- Tad Sebastian
- Mark Mouton
- Troy Bergeron
- Stephanie Cornay Dugan
- Andre Mitchell
- Hubert Roger (resigned from the committee)

**LCG**

- Joey Durel
- Steve Oubre (Project Coordinator)
- Mike Hollier
- Carlee Alm-LaBar
- Cathie Gilbert
- Cecilia Gayle
- Johnny Orgeron

**Public**

Ricky Brasseaux

**1. Welcome – Chair Kevin Blanchard**

**2. Meeting Protocol**

**a. Vote on quorums and meeting procedure.**

The committee decided that they would only vote on deliverables and decided on quorum. John Guilbeau made a motion that the quorum be 19 or 51% of membership. Tom Meyers seconded the motion.

MOTION: John Guilbeau

SECOND: Tom Meyers

VOTE: 24-0-0-13, Yes: 24, No: 0, Abstain: 0, Absent 13

Gerd Wuestemann discussed the possibility of proxy voting via email to deal with quorum issues or decisions between meetings. The general consensus was there would be no proxy voting.

The committee decided against an attendance requirement with assurances from staff that they would be diligent about getting absent members to attend the meetings.

**b. Staff will report on member availability and meeting schedules.**

Staff reported that the best times for meetings were Thursday noon and afternoon and Monday and Wednesday at noon. Carlee Alm-LaBar expressed to the committee that it would be difficult to predict meeting times and that staff would consider the favored schedule and give two week's notice of meetings.

**c. Adoption of public comment policy.**

The assigned public policy subcommittee recommended a policy that Chairman Kevin Blanchard outlined as follows:

1. Provide 30 minutes at the close of each CPCAC meeting for public comment.
  - a. Each individual will be given 3 minutes to comment.
  - b. CPCAC Chair reserves the right to extend or condense this time using his discretion based upon the number of public comment requests and/or if more time is needed to complete CPCAC agenda items.
2. Require written "comment request" cards to capture each person's Name, Signature, Address, and Specific Topic/Agenda item they wish to address.
  - a. These must be submitted at the start of the meeting to the appropriate LCG staff member who will compile and provide to the chair for his review.
3. Other opportunities for the Public Comment on CPCAC agenda items shall include:
  - a. Written comment (create a form to capture same info as comment card, determine mailing address where these will be received/archived).
  - b. Electronic methods: create an online form possibly on the Comp Plan website, and/or create a CPCAC e-mail inbox where people can send comments/feedback via e-mail.

Kevin added that he felt that the comment cards could be handed to staff at any time throughout the meeting before the public comment period. Tom Meyers stressed that there be room for a written comment. Gerd suggested that we follow the rules of civility used by Council to avoid unproductive behavior.

The committee was comfortable with this policy. Susannah Malbreaux made a motion to approve the public policy as discussed. Gerd Wuestemann seconded that motion.

MOTION: Susannah Malbreaux

SECOND: Gerd Wuestemann

VOTE: 24-0-0-13, Yes: 24, No: 0, Abstain: 0, Absent 13

**d. Clarification on the LINC CC appointments.**

Cathie Gilbert briefed the committee that 15 of its members are made up of members of the LINC Citizen Committee that was appointed as follows:

- 9 members appointed by each council district member
- 2 members appointed by the City-Parish Planning Commission
- 2 members appointed by the City-Parish Administration
- 1 member appointed by the North Area Mayors
- 1 member appointed by the South Area Mayors

This was a clarification in response to a public comment at the last meeting regarding how the members were selected.

**3. Approval of Action Summary**

John Guilbeau made a motion to approve the Action Summary from the Feb. 13, 2012 meeting. Gerd Wuestemann seconded the motion.

MOTION: John Guilbeau

SECOND: Gerd Wuestemann

VOTE: 24-0-0-13, Yes: 24, No: 0, Abstain: 0, Absent 13

#### **4. Community Forum Series 1:**

##### **a. Overview of week's schedule**

Carlee Alm-LaBar described the week's schedule for the Community Forum Series 1: Issues and Aspirations. There are six meetings throughout the parish. She described the various methods of outreach that staff and Sides and Associates were using to get the word out. The word is out on Facebook, Twitter and the website [lafayettela.gov/comprehensiveplan](http://lafayettela.gov/comprehensiveplan). In addition there will be flyers distributed, PSAs released, interviews conducted, etc.

It was suggested that we contact the ten largest employers in the region. Staff agreed they would pursue this suggestion.

Gerd expressed concern regarding the public outreach shown thus far. He is concerned that we are not getting out to the public soon enough.

##### **b. Committee participation in meeting facilitation**

It was recommended to the members of the committee to commit to facilitate two of the meetings. There will be a training session for the facilitators on Monday, April 16 at noon at the Rosa Parks Transportation Center.

Cathie Gilbert explained that the role of the facilitator is to be neutral, to draw out answers/comments to the posed questions, to keep people on track and to mediate any conflict between participants. This would be a great opportunity for the members to familiarize themselves with the issues important to the community.

##### **c. Volunteers for Meeting-in-the-Box facilitation**

Carlee described another option for those groups who can't attend a meeting. This option would be available for three weeks after the meeting. She asked that any members interested in training for this option attend a training session on Thursday, April 19<sup>th</sup> at noon at Rosa Parks Transportation Center. The groups should be smaller because it is recommended that the groups be 8-10 people.

#### **5. New Business/Old Business – None**

#### **6. Public Comments – No public comment**

*To be approved by the CPCAC*