

Operations Committee
February 28, 2020

The Operations Committee met Friday, February 28, 2020 at 12:00 PM in the Police Jury Meeting Room of the Jackson Parish Courthouse, 500 E. Court Street, Room 301, Jonesboro, Louisiana. Members present: Ms. Amy Magee and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham.

The meeting was called to order by the Chair, Ms. Magee. Mr. Treadway gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.

There being no public comments, the Chair moved on to agenda items.

The Committee invited the Maintenance Supervisor, Mr. Robert "Bubba" Anderson, to discuss the general operational duties of his position and the Maintenance Department functions. Mr. Anderson reviewed his daily duties and reviewed his staff meeting documents and inspection forms.

Mr. Anderson presented the work schedules of the Maintenance staff and reviewed the monthly and weekly calendars.

The Committee asked Mr. Anderson about the process for ordering supplies and materials. They discussed using the computer for ordering and processing work orders.

Mr. Anderson discussed the existing equipment and the process for repairs and maintenance.

Mr. Anderson discussed his process for handling complaints on a case-by-case basis. He stated that they do not receive many complaints regarding the state of the Jury-owned properties or the staff. Ms. Magee stated that she would like to see the staff being more conscious of the amount of time spent in the courthouse offices.

Mr. Anderson discussed the uses for the Maintenance Department vehicles. He stated that he does not bring vehicles home and that when called out, he uses his personal vehicle or walks to the courthouse. He stated that unless he was out of town or required additional help, he handled the callouts himself.

Mr. Anderson discussed the prep work needed for the Industrial Drive office building including pressure washing, exterior lighting, and a generator.

The Committee discussed the upcoming budgeted projects and possible savings opportunities.

Ms. Magee thanked Mr. Anderson and stated that they would have a follow-up meeting in March for all departments. She stated that she would like to see Mr. Anderson work on his general computer skills and suggested sessions with the Administrative Department.

Motion Mr. Treadway, seconded Ms. Magee to adjourn. Motion carried.