

The Personnel Committee met on February 1, 2024, at 5:30 PM in the Nathaniel Zeno, Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Tarneshala Cowans, and Mr. Keith Burris. Absent: none. Also present: Mr. Brad Roller, Operations Manager, and Ms. Shekeita Combs, Juror 4.

The Chairman, Mr. Burris called the meeting to order. Mr. Culpepper gave the invocation and Ms. Cowans led the recitation of the Pledge of Allegiance.

The Chairman opened the floor for public comments. There were no public comments.

Motion Mr. Culpepper, seconded Ms. Cowans to recommend revision of the Secretary-Treasurer job description to the full jury. Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to advertise the Secretary-Treasurer vacancy for 30 days, and to authorize the Operations Manager to advertise as needed after the 30 days. Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to authorize the Operations Manager to grant compensatory time as needed to the administrative personnel during the Secretary-Treasurer vacancy. Motion carried.

Motion Mr. Culpepper, seconded Ms. Cowans to provide clarification regarding the Police Jury funded employee(s) that works at the Health Unit to follow the State Holiday Schedule. Motion carried.

No other topics were discussed or announcements given.

Motion Ms. Cowans, seconded Mr. Culpepper to adjourn. Motion carried.