

Policy & Personnel Committee
September 21, 2026

The Policy & Personnel Committee met Monday, September 21, 2026, at 4:45 PM in The Nathaniel Zeno, Jr. Meeting Room, Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Keith Burris and Mr. Todd Culpepper. Absent: Mrs. Sheketia Combs.

The Chairman, Mr. Burris, called the meeting to order. Invocation given by Mr. Burris Pledge by Mr. Culpepper.

Motion- Mr. Culpepper, seconded by Mr. Burris to amend the agenda by changing agenda item # 1 to changing the Assistant Operations Manager job title to Public Work's Director and adding 1A as discuss and recommend finalizing the Facility Administrator's job description. Motion carried.

The Chair opened the floor for public comments on the agenda amendment. There were no public comments. There was no public in attendance.

The Chair opened the floor for public comments. There were no public comments. (There was no public in attendance)

Motion- Mr. Culpepper, seconded by Mr. Burris to recommend changing the title of Assistant Operations Manager to Public Work's Director. Motion carried.

Motion- Mr. Culpepper, seconded by Mr. Burris to recommend the Facility Administrator job description with the changes to be made by Mrs. Brenda Robinson. Mrs. Robinson will prepare a final draft based on those changes to be voted on. Motion carried.

Motion- Mr. Culpepper, seconded by Mr. Burris, recommend the salary range for the Facility Administrator. Motion carried.

Motion- Mr. Culpepper, seconded by Mr. Burris to recommend allowing the Secretary-Treasurer to get quotes on an alternative IT person. Motion carried.

Motion by Mr. Culpepper, second by Mr. Burris to adjourn. Motion carried.