

Operations Committee
January 24, 2020

The Operations Committee met Friday, January 24, 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: Mr. Lewis Chatham, Ms. Amy Magee, and Mr. Lynn Treadway. Absent: none. Also in attendance, Ms. Regina Rowe.

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

Ms. Rowe asked if she could speak on the agenda item for the Road Department organization chart and employee classification recommendations. Ms. Magee stated that she will allow for special public comments on that agenda item at that time.

With no other public comments, the Chairman continued with agenda items.

The Committee reviewed the recommended specs for the Road Department equipment request. Ms. Magee asked that the Committee table the review of the specs and requested that the Secretary-Treasurer review the GPS reports to determine if there is equipment stationed at the road department during the day that could be utilized.

Motion Mr. Treadway, seconded Mr. Chatham to table the requested equipment until the Secretary-Treasurer presents the report. Motion carried.

The Road Superintendent presented the recommended training and safety protocols based off of the DOTD/LTAP procedures. He explained the overall policy to guide in the training, testing, certification, and re-certification procedures that each employee would go through for the eligible equipment. He presented a sample training manual for a piece of equipment along with the certification tests. The Secretary-Treasurer stated that the information was correct, but that it would need to be formatting onto the standard letterhead.

The Committee reviewed the materials and agreed that the training and safety protocols were ready to be presented to the Police Jury for adoption.

The Road Superintendent presented the Committee with an updated Organization Chart and the following recommendations to be reviewed and recommended to the Police Jury for adoption:

- Reclassify Mark Mobley from Operator II-Level II to Specialty Equipment Operator-Level II
- Reclassify Kirk Halbrook from Specialty Equipment Operator-Level I to Operator I-Level II
- Reclassify Jimmy Dorsey from Operator I-Level II to Operator II-Level I
- Reclassify Jack Williams from General Laborer-Level II to Operator I-Level I
- Post a job vacancy in the Road Department for General Laborer and authorize pre-employment proceedings
- Move the Road Department Superintendent position on the Organization Chart from the Asphalt/Drainage Crew to the off-site crews as presented
- Establish a crew leader setup designation and create a policy to define the scope of work

The Committee agreed with the four employee reclassification recommendations. They requested that Mark Mobley, Jimmy Dorsey, and Jack Williams complete the necessary training and documentation in order to fill the new rolls.

The Committee agreed to recommend filling the vacancy of General Laborer.
The Committee agreed to recommend the Jury adopt the updated Organization Chart as presented.
The Committee recommended that the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for a Crew Lead setup designation.
Motion Mr. Chatham, seconded Mr. Treadway to recommend the Jury take adopt the presented recommendations. Motion carried.

The Parish Engineer, Mr. Paul Riley presented the options for the preliminary 2020 Road Program. Mr. Riley explained the different programs and estimated costs to address roads on the Asphalt Overlay list, the Chip Seal-Preventative Maintenance list, and the Oil list. He explained the current Capital Improvements Policy and the options for lists. He stated he would measure the roads and get more definitive cost estimates.

Motion Mr. Treadway, seconded Mr. Chatham to recommend the Jury authorize the Riley Co. to create a formal 3-year Road Plan for 2020 – 2022. Motion carried.

The Committee reviewed the opinion from Mr. Darrell Avery regarding removal of parish roads and guidelines for defining a “public use road”.

Mr. Riley presented the existing Road Capital Improvements Policy and stated that this year the Jury would need to adopt a new policy and procedure for 2021 – 2023. He asked that the Committee review the current policy and present questions and suggestions for changes at the next committee meeting.

The Solid Waste Superintendent presented the Committee with information on the recycle program and explained the changes from the company collecting paper and cardboard.

The Secretary-Treasurer informed the Committee that the Cooperative Endeavor Agreement with the Union Parish Landfill would end in 2020 and that she had been in contact with Union Parish to begin drafting a new agreement.

The Maintenance Supervisor presented the Committee with the approved projects for 2020.

The Secretary-Treasurer stated that as final decisions are made regarding the new offices on Industrial Drive that the administrative staff would need to be reviewed.

The Committee discussed establishing a new position of Operations Manager that would report directly to the Secretary-Treasurer and be over the operations of Solid Waste, Road, and Maintenance. They also discussed this position taking on job duties of building inspections, road permitting, flood permitting, providing general planning and oversight, and eventually taking over the OEP duties.
Motion Mr. Chatham, seconded Mr. Treadway to recommend the Policy and Personnel Committee review the scope of work, establish a job description, and determine an appropriate pay rate for the position of Operations Manager. Motion carried.

Motion Mr. Treadway, seconded Mr. Chatham to adjourn. Motion carried.