

Policy & Personnel Committee
February 10, 2020

The Policy & Personnel Committee met Monday, February 10, 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. Tarneshala Cowans, and Ms. Regina Rowe. Absent: none. Also in attendance, Mr. Todd Culpepper and Ms. Amy Magee.

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

The Chair opened the floor for public comments:

Mr. Todd Culpepper requested that the Committee and the Jury take the time needed to review the new position.

Ms. Amy Magee requested that the Committee establish a base salary and set up a schedule of increases as certifications and job duties are added.

With no other public comments, the Chair moved on to agenda items.

The Committee reviewed the vacancy posting for the Operations Manager position. They reviewed the qualifications and Ms. Rowe noted the importance of having a Jackson Parish resident in the position. Motion Ms. Rowe, seconded Mr. Chatham to recommend the Jury approve the presented Operations Manager vacancy posting. Motion carried.

The Committee reviewed the proposed job description and job duties list for the Operations Manager position. They discussed the general scope of duties. The Committee discussed changing the section for Building and Flooding Permits to "optional" until the candidate met the qualifications and received the required certifications.

The Secretary-Treasurer discussed the current hiring process and the Committee asked her to research if the Police Jury or a Committee could interview for the position.

Motion Mr. Chatham, seconded Ms. Rowe recommend the Jury set the base salary for the Operation Manager at 10% above the Superintendent salary and to address additional increases after certifications were obtained and to adopt the job description and modified job duties list. Motion carried.

Motion Ms. Rowe, seconded Mr. Chatham to adjourn. Motion carried.