

Personnel Committee
September 14, 2023

The Personnel Committee met Thursday, September 14, 2023, at 4:30 PM in the Nathaniel Zeno, Jr. Meeting Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Mr. John McCarty. Absent: Mr. Keith Burris. Also present: Mr. Brad Roller, Operations Manager.

The Chairman, Mr. McCarty, called the meeting to order.

The meeting was called to order by Mr. McCarty, Chairman. Mr. McCarty gave the invocation and Mr. Chatham led the recitation of the Pledge of Allegiance.

Mr. McCarty called for public comments and there were none.

Motion by Mr. Chatham, second by Mr. McCarty to amend the agenda to include extending Charles Robertson's time period to obtain his class A CDL; giving the Secretary-Treasurer authority to approve employee's travel if it excludes overnight stay and employee is using a Police Jury vehicle; and allowing the Operations Manager, Road Superintendent, and Solid Waste Superintendent to use computer laptop for clocking in/out in lieu of using the biometric time clock. Motion carried unanimously and the items were added to the agenda as #4, #5, and #6, respectively.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury for the following employees to be moved to permanent employment status at conclusion of their 60-day probationary period: Wayne Anderson on 9/13, Todd Brazil on 9/27, and Teresa Johnson on 10/4. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to extend Kelvin Calahan's employment through October 7, 2023, for disability retirement purposes. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to advertise for the General Laborer - Grounds Keeper position in the Maintenance Department. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to extend Charles Robertson's time period to obtain his class A CDL. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to give the Secretary-Treasurer authority to approve employee's travel if it excludes overnight stay and employee is using a Police Jury vehicle. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to recommend to the Police Jury to allow the Operations Manager, Road Superintendent, and Solid Waste Superintendent to use computer laptop for clocking in/out in lieu of using the biometric time clock. Motion carried.

Motion by Mr. Chatham, second by Mr. McCarty to adjourn. Motion carried.