



JACKSON PARISH POLICE JURY
Jackson Parish Police Jury Administrative Building
160 Industrial Drive
Jonesboro, Louisiana 71251-3446
Phone: (318) 259-2361
www.jacksonparishpolicejury.org

April 5, 2021 Business Session

MEMBERS

District 1
TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

District 2
LEWIS CHATHAM
1575 Mariah Road
Chatham, LA. 71226
(318) 235-0254

District 3
AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

District 4
JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

District 5
TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 475-0893

District 6
REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

District 7
LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

DATE: Monday, April 05, 2021
TIME: 5:15 PM
LOCATION: Dr. Charles H. Garrett Community Center
182 Industrial Drive
Jonesboro, LA 71251

AGENDA:

Call to Order

Invocation & Pledge of Allegiance

Public Comments

Presentations & Recognized Guests

1. Presentation from the Region 2 Louisiana Watershed Initiative: *Mr. Matt Johns*

Committee Reports

Policy & Personnel

2. Policy & Personnel Committee: *Ms. Regina Rowe, March 5th and March 26th*
 - Open one vacancy for Road Department Operator I*
 - Amend COVID-19 Policy*
 - Amend Leave Accrual Policy*
 - Amend Attendance and Punctuality Policy for salaried employees*
 - Retirement*
 - Amend Organization Chart*
 - Staffing for Community Center Events*

Operations

3. Operations Committee: *Ms. Amy Magee, Chairman, March 11th and March 26th*
 - Policy for Solid Waste Customer payments*
 - Notification for Delta Community College*
 - Recommendations for the sales tax proposal results*
 - 2021 Road Program amendment*
 - Letter of request from Recreation District*
 - Exterior lighting at the Courthouse*

Finance

4. Finance Committee: *Ms. Tarneshala Cowans, March 19th*

Project

5. Project Committee: *Mr. Lewis Chatham, Chairman, March 26th*
 - Announce dedication for Highway 34*
 - Request from Town of Chatham*
 - Re-apportionment firm and agreement with School Board*

Notice Posted: Tuesday, March 30, 2021, 11:00 AM



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Veterans
Economic Development
Parish Cleanup

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6. Board Meeting Updates (if applicable):
 - a. *Library Board: Mr. Lewis Chatham*
 - b. *Sales Tax: Ms. Tarneshala Cowans*
 - c. *Pinebelt: Mr. Lynn Treadway*
 - d. *North Louisiana Economic Development: Ms. Regina Rowe*
 - e. *Sparta Commission: Ms. Regina Rowe*
 - f. *Workforce Development Board: Mr. John McCarty*
 - g. *North Delta Planning Commissions: Ms. Tammy Collinsworth*
 - h. *Region 2 & 3 Flood Plain Steering Committee: Ms. Gina Thomas*

7. Review Status of Committee Assignments

Continued Business (Discussion and Review)

8. Review Parish Board Appointments

New Business (Discussion and Review)

Discussion of Other Topics

Announcements and Notifications

9. Dedication ceremony for the Second Lieutenant Havel Moore Memorial Highway

Adjourn

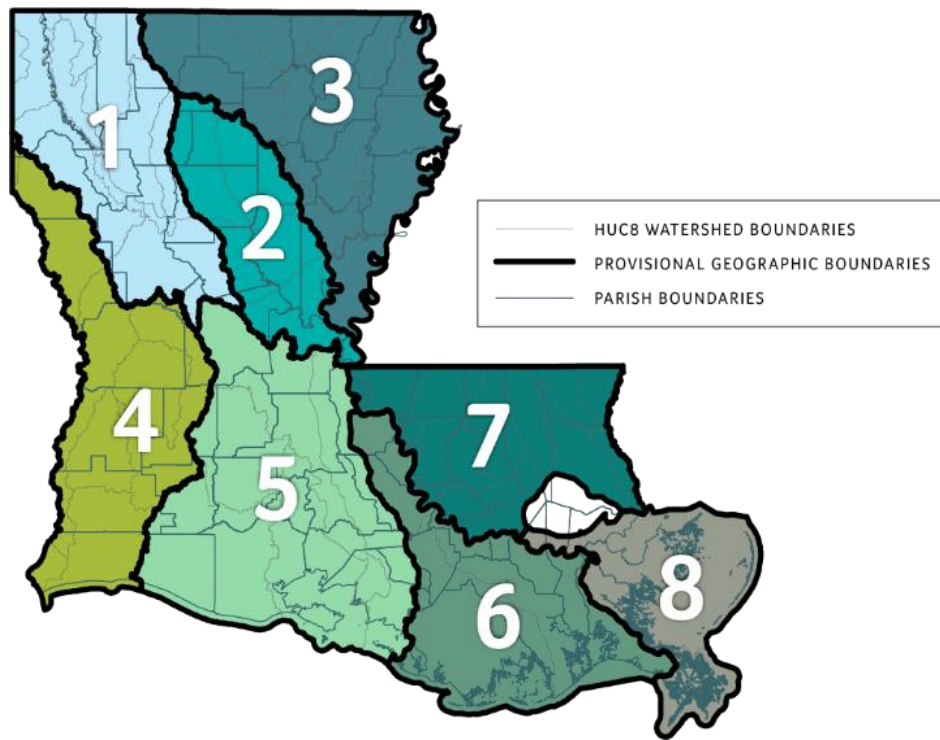
In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 3 describing the assistance that is necessary.

Notice Posted: Tuesday, March 30, 2021, 11:00 AM

QUICK HISTORY

Following the Great Floods of 2016, the state launched the Louisiana Watershed Initiative – a \$1.2 billion HUD-funded effort aimed at reducing flood risk, guided by the following principles within the subsequent provisional watershed regions:

Using scientific tools and data	Enabling transparent, objective decision-making	Maximizing the natural function of floodplains	Establishing regional, watershed-based management of flood risk
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LOCAL LEADERSHIP

Each parish appointed representatives to serve on regional steering committees to develop governance recommendations and aid in project selection for improved watershed management. LWI’s Capacity Building Grant funded local staff to coordinate and provide technical support to the committee and each community per region.

STEERING COMMITTEE MEMBERS

- Avoyelles** – Ron Bordelon, P.E.
- Bienville** – Rodney Warren
- Caldwell** – Dale Powell
- Catahoula** – Ellis Boothe; Chairman
- Grant** – Morgan Briggs
- Jackson** – Gina Thomas
- LaSalle** – Dick Zeagler

- Lincoln** – Andrew Halbrook
- Rapides** – Matt Johns, AICP; Vice-Chairman
- Winn** – Ginger DeLaughter
- Jena Band of Choctaw Indians** – Lillie Williamson
- Tunica-Biloxi Tribe of Louisiana** – Earl Barbry, Jr.
- DOTD District 08** – TBD
- Concordia** – Sandi Burley



GOVERNANCE RECOMMENDATION – WHAT, WHO, AND HOW OF THE FUTURE GOOD FROM THIS EFFORT

WHAT IS THE WORK TO BE DONE BY THIS COALITION?

The Regional Watershed Coalition should conduct regional watershed management and assist local entities with watershed planning, policy, project prioritization, and data/modeling in the following ways:

Planning and Development Regulation, Including Technical Assistance

- The coalition should conduct regional planning to preserve some areas, retain water, and coordinate and prioritize O&M of river systems in region.
- The coalition should potentially be tasked with facilitating updates to NFIP maps and building standards.
- The coalition should provide floodplain management and other flood related technical assistance to communities within the region and address the capacity needs of smaller jurisdictions and rural areas.

Project Implementation

- The coalition should facilitate the development of projects, especially those that are passive (low O&M)
- The coalition should review major projects for watershed impacts.
- The coalition should coordinate with upstream states to improve channel health before it gets to Louisiana.
- The coalition should provide grant development and match funding opportunities to local jurisdictions.

Data and Modeling

- The coalition should be tasked with housing and operating the LWI watershed model for Region 2.

Outreach and Engagement

- The coalition should provide public outreach and education to residents and local leaders.

ROADMAP TO IMPLEMENTATION – WHO AND HOW

In order to successfully implement the recommendation above, the RSC recommends the following implementation steps:

- The coalition should be a new entity/political subdivision similar to the regional steering committee enabled by legislation under state charter.
- All of the watershed coalitions in the state should be authorized by a single charter that includes a list of standards and authorities identified by all regions, wherein each region is able to choose which standard or authority to implement and at what degree within individual coalition bylaws/regional charters as approved by participating parishes.
- The coalition should be composed of a mix of public and private representatives.
- The coalition should have oversight by a state agency which provides consistency and state-level management.
- The Kisatchie-Delta Regional Planning and Development District in partnership with the Rapides Area Planning Commission shall facilitate all meetings of the Coalition and shall perform administrative and technical functions related to the work of the Coalition.
- The regional watershed boundaries should be recognized or approved by a state agency or board.
- The coalition should have the ability to obtain external funding and maintain stable local funding.
- The state should lead the effort in drafting the legal elements that reflect these recommendations while the regions collect feedback on provisional recommendations and the regions should be kept aware of continued progress.

Region 2

Applicant	Project Name
Caldwell Parish Police Jury	Hurricane Creek Rehabilitation
Catahoula Parish Office of Homeland Security & Emergency Preparedness	Repetitive Loss Buyouts - Catahoula
City of Pineville	Huffman Creek Pump Station and Outfall Improvements
City of Winnfield	Martin Luther King Jr. Drive Drainage System Improvements
City of Winnfield	Orange Street Drainage System Improvements
Spring Bayou Floodplain Restoration and Preservation Project	Bayou des Glaises Project
Town of Ball	Drainage Crossing Replacements
Town of Columbia	Sherman Lake
Town of Jonesville	Glenn Ditch Pump Station
Village of Hodge	Hodge Drainage Improvements
Village of North Hodge	North Hodge Drainage Improvements
Village of Quitman	Quitman Drainage Improvements Project

Policy & Personnel Committee
March 5, 2021

The Policy & Personnel Committee met Friday, March 5, 2021 at 11:30 AM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Jody Stuckey, Road Superintendent.

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

There were no public comments.

The Chair asked Mr. Stuckey to discuss the two vacancies for the Operator I positions at the Road Department. Mr. Stuckey stated that after their two Operator I's resigned, they did not fill the positions because it was the off season. He stated that he would only need one position filled at the present time. Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury authorize posting the transfer notice and proceed with the hiring procedures for one Operator I position and leave the second position vacant. Motion carried.

The Committee discussed the COVID-19 Policy and the additional guidance from the CDC on reducing the quarantine period.

Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury amend the COVID-19 Policy to include the new guidance from the CDC on the reduced time period for quarantines. Motion carried.

The Committee discussed the policy for leave accruals being based on a calendar year. The Secretary-Treasurer explained the system limitations for processing leave by calendar year and requested that the Police Jury amend the policy so that the leave accrual date will be based on the date of hire and perform a one-time true-up to correct those employees whose leave balances were affected.

Motion Mr. Treadway, seconded Mr. Culpepper to recommend the Jury amend the accrual leave date policy to be based on the employee hire date and to perform a one-time true up to correct the affected balances from 2019 to current. Motion carried.

The Committee discussed the Attendance and Punctuality Policy.

Motion Mr. Culpepper, seconded Mr. Treadway to recommend the Jury amend the scope of the policy to apply to hourly workers only and to add a statement that salaried workers would use the system for attendance tracking only. Motion carried.

The date of the next Policy & Personnel Committee was not set at this time.

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

Policy & Personnel Committee
March 26, 2021

The Policy & Personnel Committee met Friday, March 26, 2021 at 11:00 AM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper and Ms. Regina Rowe. Absent: Mr. Lynn Treadway.

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

There were no public comments.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury accept the retirement of Ms. Linda Blackstock from the Road Department, effective March 31, 2021. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury adopt the updated Organization Chart as presented. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury continue to have Maintenance Staff on-premises during all Community Center events, including governmental events, and to allow the management team to flex their weekly schedules if needed. Motion carried.

The date of the next Policy & Personnel Committee was not set at this time.

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



Jackson Parish Police Jury

Notice of Transfer Opportunity

POSITION: Operator I – Road Department

Road Department

4/13/2021

Description:

Under close supervision, the Road Department Operator I is a semi-skilled to skilled position consisting of equipment operation, manual labor, and maintenance repair of various pieces of light and heavy motorized equipment and trucks used in road construction, road maintenance, inclement weather, and other generalized work. Incumbent may be used as a relief operator on equipment of a higher class if qualified and trained.

Minimum Qualifications:

- In good standing as an employee in current position
- Class B CDL Driver's License required; progression towards Class A CDL a plus

Explanation of Work Duties

- The Operator I is responsible for operating Class B light and medium-sized, self-propelled equipment such as boom trucks, bobtail trucks, dozers, excavators, single axle, tandem axle, dump trucks, flatbed trucks, self-propelled rollers, forklifts, backhoes, and other trucks of like-kind.
 - Basic operating skills include hauling, loading, mowing, an picking up and transporting debris and scrap metal
- Operation of end dump truck single axle (5 yard) and tandem axle (15 yard) to haul asphalt from plant in Ruston to job location within the Parish
- Back up into the asphalt paver and dump asphalt as needed, clean off tailgate and help with raking asphalt or directing traffic, continue the process until job is completed.
- Haul gravel, A-stone and rip-rap to job locations as needed, haul off ditch dirt to the yard
- Load truck using wheeled loader safely
- Operate the boom truck loader as needed removing debris from road-side. Be able to operate chain saw and lift 100 lbs.
- Performing walkaround safety checks at the beginning of every day noting any deficiencies found on equipment and report to Supervisor
- Complete daily paperwork noting equipment and materials used each day and daily equipment forms
- Must have good working knowledge of equipment and safety habits

Detailed Job Description available upon request to Department Superintendent.

Those interested in transferring must notify the Secretary-Treasurer in writing with the completed Transfer Request Form by close of business on:

DEADLINE: 4/20/2021



Jackson Parish Police Jury

COVID-19 (Coronavirus) Policy

Adopted by the Jackson Parish Police Jury effective March 20, 2020
Amended by the Jackson Parish Police Jury effective August 10, 2020
Amended by the Jackson Parish Police Jury effective April 12, 2021

PURPOSE: In response to the global pandemic of Coronavirus (COVID-19) and in the interest of protecting our employees and residents of Jackson Parish, the Jackson Parish Police Jury has established a policy to safely allow our employees to continue to work and to return to work following a positive test for COVID-19, following self-imposed quarantine after being exposed to someone with the virus, or after experiencing COVID-19 symptoms.

SCOPE: This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

PROCEDURES

Prevention:

- A. As a preventative measure, all employees are to abide by the Coronavirus Contingency Plan adopted by the Police Jury as well as the guidelines put forth by the Federal Government, State of Louisiana, Louisiana Department of Health, and the Governor's Office. As additional guidance is released, it will be implemented at the department level.
 - a. General guidance includes, but is not limited to:
 - i. Split shifts: staff is divided into shifts to ensure smaller groups of people exposed to each other
 - ii. Face Coverings/Masks: Various styles of face coverings have been supplied to all staff and it is mandatory that they be worn when sharing a vehicle/equipment and/or when mandated by the Governor's Office. *Employees with a bona fide doctor's excuse will be exempt unless a modified alternative can be provided.*
 - iii. Social Distancing: Workspaces have been modified to ensure 6 ft. separation whenever possible in order to alleviate "close contact".
 1. "Close contact" is defined as a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated
 - iv. Cleaning & Sanitization: Vehicles, equipment, shared spaces, and commonly touched surfaces are to be disinfected frequently. Increased personal hygiene including frequent handwashing and use of hand sanitizer is encouraged and available at each department.
 - v. Stay Home When Ill: Employees are encouraged to stay home if they are exhibiting symptoms of COVID-19 or any other illness.
 - vi. Restrict Unnecessary Exposure: Employees are restricted from entering truck stops and gas stations during working hours.

Exposure to Close Contact

- B. If an employee is exposed to close contact with someone with a confirmed positive case or with someone that is awaiting test results, or is presumed positive by a medical doctor – **excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated:**

Quarantine Without Testing:

- a. If the employee has no symptoms and does not take a COVID test, they can return to work after a 10-day quarantine (they can return on the 11th day after exposure).



Jackson Parish Police Jury

- b. The employee should continue to monitor their symptoms for 14 days, continue with increased sanitation measures, and avoid unnecessary interactions with other employees.
- c. If the employee exhibits symptoms, they should immediately self-isolate and contact their healthcare provider.

Quarantine With Testing:

- d. If the employee has no symptoms and opts to take a COVID test (either rapid or overnight), they can take the test on day 5 or later. If the result is negative, their quarantine can end after day 7 (they can return on the 8th day after exposure).
- e. The employee should continue to monitor their symptoms for 14 days, continue with increased sanitation measures, and avoid unnecessary interactions with other employees.
- f. If the employee exhibits symptoms, they should immediately self-isolate and contact their healthcare provider.

Other Quarantine Guidance:

- g. If symptomatic, the employee should request a self-imposed quarantine for up to 14 days or until they receive a negative test result on or after the 5th day, whichever occurs first.
- h. If the employee is eligible for teleworking, they should make the request in writing to continue working remotely. *See the Telecommuting Policy.*
- i. If an employee has been exposed to or tests positive for COVID-19 a second time, a second quarantine and testing period will be required.

Experiencing Symptoms:

- C. If an employee feels ill and has symptoms (fever, cough, shortness of breath, severe chills and/or fatigue, complete loss of taste and smell), they should alert their Department Superintendent, immediately self-isolate, and contact their healthcare provider.
 - a. The employee should stay home and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.
 - b. The Department and Secretary-Treasurer will perform Contact Tracing to determine other employees who may have had close contact (details about Contact Tracing are below).
 - c. The employee's workspace should be thoroughly cleaned and sanitized.
 - d. All employees should monitor their health for symptoms, self-isolate if they develop any symptoms, and consult their doctor.
 - e. All efforts should be made to keep strict social distancing and increase sanitization.
 - f. If another employee begins to exhibit symptoms, these same procedures will apply for them as a separate event.

Positive Test Result

- D. If an employee tests positive for COVID-19:
 - a. The employee should stay home and stay away from others, follow the guidance of their medical facility, and alert their Department Superintendent.
 - b. The employee will have a mandatory 10-day quarantine.
 - c. The employee's workspace should be thoroughly cleaned, and contact tracing will be performed. Any employees with close contact will follow the procedures above.
 - d. All employees should monitor their health for symptoms, self-isolate if they develop any symptoms, and consult their doctor.



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Returning to Work

- E. An employee can be allowed to return to work after a positive COVID case when the following criteria are met:
 - a. Fever free without the use of fever-reducing medications for at least 24 hours, and
 - b. Improvement in other symptoms (e.g., cough, shortness of breath), and
 - c. At least 10 days have passed since symptoms first appeared, and
 - d. Medical release from physician and/or one (1) negative COVID-19 test result, *if possible*
- F. The Return-to-Work Self-Certification form must be completed before the employee is allowed back.

Contact Tracing

- G. Contact tracing is an important part of supporting our employees who may have been in close contact with someone suspected of having COVID-19 or who have received a positive test result. The following steps will be used by the Department Superintendent and Secretary-Treasurer to contact trace:
 - a. Interview the employee who tested positive to help them recall everyone who they have been in close contact with during the timeframe they may have been infectious. (CDC states 48 hours prior)
 - b. Notify those individuals of their potential exposure as quickly and sensitively as possible.
 - c. Protect the privacy of the employee who tested positive.
 - d. Contacts are only informed that they may have been exposed to the virus.
 - e. Contacts are to follow the procedures in item B. Close Contact

Employee Benefits

- H. Employees are to utilize their paid sick and/or vacation leave provided through the Police Jury personnel policies as needed for quarantine (either mandated or self-imposed).
 - a. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - b. Has been advised by a health care provider to self-quarantine related to COVID-19;
 - c. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - d. Is caring for an individual subject to an order described in (a) or self-quarantined as described in (b)
- I. It is the responsibility of the employee to provide the proper documentation including request letters and doctor's notes to ensure property coding in the payroll system.
- J. The Police Jury will comply with any additional federal or state mandates and policies.

Resources:

Clinics:

- Jackson Parish Hospital COVID Clinic: (318) 259-9939, Contact: Melissa Porter
- Mercy Medical: (318) 259-1100, Contact: Brittany
- Green Clinic, Hodge: (318) 395-1168, Contact: Kelly

Personnel:

- 2021 Police Jury President, Amy Magee (318) 235-0002
- Police Jury Secretary-Treasurer, Gina Thomas (318) 395-6020



Jackson Parish Police Jury

Employee Request for COVID Paid Sick Leave

This form is to be filled out by the **EMPLOYEE**

Employee Name:		
Employee Home Address:		
Home Phone:	Cell Phone:	
Department:	Title:	Supervisor:
This is a (<i>chose one</i>): <input type="checkbox"/> New Request for Leave <input type="checkbox"/> Request for an extension		
Anticipated Begin Date of Leave:	Expected Return to Work Date:	
Notes:		



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Contact Tracing Interview Questions

Were you in direct contact with the person (<i>within 6 feet for 15 minutes or more</i>)?	
When was the last time you were in direct contact with the person?	
Were you in direct contact with this person any time prior to this? ...in the last week?	
Who else have you worked around in the last week?	
Have you had any symptoms?	
Have you been tested for COVID-19?	
If yes, when?	
When was the last time you were at work?	
Were you in direct contact with anyone in your department or any other department since you've potentially been exposed? (within 6 feet for 15 minutes or more)	
If yes, who?	
When was the last time you were at work?	
Have you been in direct contact with an employee outside of work since the potential exposure?	
What areas/crews did you work? <i>Get as specific as you can on this one to allow us to clean the areas.</i>	
Have you touched or worn any shared PPE, radio, cell phone of the employee?	
Do you have any symptoms of COVID-19 (dry cough, shortness of breath, fever)?	
Is there any other information that might be helpful?	



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Return-to-Work Self-Certification for COVID-19

Persons with laboratory-confirmed positive COVID-19 results who were directed to care for themselves at home may end self-isolation after their 10-day quarantine and when at least 24 hours have passed since recovery, meaning:

- Fever free without the use of fever-reducing medications, and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- At least 10 days have passed since symptoms first appeared, and
- Have a medical release from a physician OR a negative test result.

Persons with laboratory-confirmed negative COVID-19 results who have not had any symptoms may discontinue self-isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

Employee Self-Certification

Test Date: _____ / ____ / 2020

Test Result (circle one): Positive Negative Not Tested

Date of Symptom Onset: _____ / ____ / 2020

Date of Recovery (as defined above): _____ / ____ / 2020

By signing this document, I verify that I have been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, I can be released from isolation and may resume work-related activities.

Signature

Print Name

Date



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Accrual Leave Date Policy

Adopted by the Jackson Parish Police Jury effective April 12, 2021

PURPOSE: In accordance with the Jackson Parish Police Jury Personnel Policy Manual, eligible employees accumulate an allocation of paid time off to be used for sick or vacation. This annual allocation is based on years of service. This policy will determine the accrual date that the years of service are based on.

SCOPE: This policy applies to all full-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

POLICY:

- A. The allocation of years of service as it applies to all full-time employees' Vacation hours will be based on the years of service starting with the employee's initial hire date and will include their probation period, if completed successfully.
 - a. Example: If an employee is hired on June 1st, their probation will end on July 31st, and their vacation leave accrual to calculate years of service will be June 1st.
- B. The allocation of years of service as it applies to all salaried, full-time employees' Sick hours will be based on the years of service starting with the employee's initial hire date and will include their probation period, if completed successfully.
 - a. Example: If an employee is hired on June 1st, their probation will end on July 31st, and their sick leave accrual to calculate years of service will be June 1st.
- C. Full-time hourly employees will accrue five (5) days of sick leave per calendar year, not based on years of service.

PROCEDURE:

- A. This policy will go in effect May 1, 2021.
- B. The timekeeping software will be reviewed to verify previous leave balances that were in effect from prior periods where the leave date was based on calendar year or another date.
- C. A one-time true-up will be performed to match the employees' leave balances to reflect the policies of prior periods.
- D. From May 1, 2021 and forward the timekeeping software will accrue the leave balances as defined in this policy.



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Attendance and Punctuality Policy (Salaried Employees)

Adopted by the Jackson Parish Police Jury effective June 11, 2018

Amended by the Jackson Parish Police Jury effective April 12, 2021

PURPOSE: Policy to establish attendance tracking for employees of the Jackson Parish Police Jury (clocking in/out).

SCOPE: This policy applies to all full-time salaried personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment. This policy excludes all classes of hourly personnel.

POLICY STATEMENT: Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees and ensures adequate staffing, positive employee morale, and the ability to meet expected productivity standards throughout the organization. Arriving late, being tardy, and absences cause disruptions.

DEFINITIONS AND PROCEDURES:

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
 - Applicable accumulated leave will be applied to ensure the salaried employee receives full compensation for the pay period, in accordance with the Fair Labor Standards Act (FLSA).
 - The Secretary-Treasurer may also flex employee schedules as needed. These are considered “excused”.

- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures.
 - If an employee has an unexcused absence, their accumulated leave will be applied, and the salaried employee will receive full compensation for the pay period (FLSA).
 - Employees who have unexcused absence will be counseled by their manager and the incident(s) will be recorded on the Corrective/Disciplinary Action Form (below) and filed in their personnel file.

- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. It is expected that all personnel of the Jackson Parish Police Jury adhere to their assigned work schedule.
 - Employees who are tardy will be counseled by their manager and the incident(s) will be recorded on the Corrective/Disciplinary Action Form (below) and filed in their personnel file.
 - Excessive tardiness (10 incidents within a 12-month period) will be presented to the Jackson Parish Personnel Committee (or other appropriate meeting of the body) for review and recommendations for discipline up to and including un-paid suspension of up to 3 days.

- **Exhausted Leave:** refers to an employee that has used up their entire leave accruals for both vacation and sick.
 - In the event that a salaried employee exhausts all of their paid leave and continues to take time off from work in full-day increments, the full day (8-hour shift) of that employee will be deducted for that pay period.
 - Salaried employees are **NOT** permitted to take partial days off without pay. In the event that they do, they will have a counseling session with the Secretary-Treasurer to determine if they qualify for Family Medical Leave as defined by the Family Medical Leave Act (FMLA). Together, they will develop a



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schedule of attendance that meets with policy requirements and meets the employee's needs. If an agreement cannot be met, the employee will be presented to the Jackson Parish Personnel Committee (or other appropriate meeting of the body) for review and recommendations.

- In accordance with FLSA, the employee will receive full compensation for the partial day.

TIME CLOCKS: Salaried employees are required to utilize the biometric timekeeping clock system to track their attendance, paid leave, and punctuality.

DEPARTMENTAL NOTIFICATION PROCEDURE: Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

NOTE: Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate primary means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

UNFORESEEN ABSENCES:

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification, and, in these cases, we will record your absence as "excused".

MANAGEMENT'S RESPONSIBILITY:

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.



Jackson Parish Police Jury

CORRECTIVE/DISCIPLINARY ACTION FORM

EMPLOYEE: _____

DEPARTMENT: _____

SUPERINTENDENT: _____

Date	Disciplinary Reason	Employee Comments	Manager	Employee

Employee Please Note: You have been officially warned for the above violation(s). Future violations shall constitute cause for penalty as outlined in the Jackson Parish Police Jury Personnel Manual. Please familiarize yourself with them, as it is not the desire of the parish to inflict disciplinary measures unless forced to do so.



Jackson Parish Police Jury

Attendance and Punctuality Policy (Hourly Employees)

Adopted by the Jackson Parish Police Jury effective June 11, 2018

Amended by the Jackson Parish Police Jury effective: April 12, 2021

PURPOSE: Policy to establish attendance and punctuality for employees of the Jackson Parish Police Jury (clocking in/out).

SCOPE: This policy applies to all full-time and part-time hourly personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment. This policy excludes all classes of *salaried* personnel.

POLICY STATEMENT: Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes (see "*Unforeseen Absences*" below for details). Arriving late, being tardy, and absences cause disruptions.

DEFINITIONS:

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures. This includes taking excessive sick leave without being able to submit doctor's notes. Repetitive unexcused absences (three (3) within a 12-month period) may be sufficient reason for termination. Termination recommendations will be reviewed at the discretion of the Police Jury.
- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Tardy Form (see "*Progressive Discipline Action*" below for details).
- **Presenteeism:** refers to being present at work beyond your schedule even when we do not require overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.

TIME CLOCKS AND FAILURE TO CLOCK IN/OUT: Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e., TimeClock Plus station located at each department) at the beginning and/or end of their assigned shift.
- Failure to clock in/out on their designated time clock for the meal break.
 - *NOTE:* employees assigned to off-site locations do not need to return to their department to clock in/out, but their time will be adjusted down for this break period.
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.

DEPARTMENTAL NOTIFICATION PROCEDURE: Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request



Jackson Parish Police Jury

in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

NOTE: Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

UNFORESEEN ABSENCES:

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification, and, in these cases, we will record your absence as "excused".

The following list, although not exhaustive, includes reasons that we **DO NOT** consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or transportation delays excluding situations that result in closing of roads.
- Bad weather, excluding extreme weather conditions like hurricanes, floods, etc.
- Holidays that have not been approved.

MANAGEMENT'S RESPONSIBILITY:

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

CLOCKING IN/OUT WINDOW: In the TimeClock Plus system, employees will clock in within the window of seven (7) minutes before or seven (7) minutes after their shift begins/ends and the system will automatically round their time to the quarter hour.

Example: If an employee's shift begins at 7:00 am, they can clock in as early as 6:53 am or as late as 7:07 am and their recorded time in the system will be 7:00 am.



Jackson Parish Police Jury

This allows time for employees to arrive to work on time and get clocked in/out while avoiding a “line up” at the clock. It also avoids short-time or overtime being assigned to employees based on the minutes it takes to clock in/out during their shift.

A nonexempt employee who clocks in beyond the window will be considered “tardy” and will follow the progressive disciplinary action outlines below.

Although not considered “tardy”, employees and managers should be cognizant of habitual clocking in/out near or at the end of the allowed window of time.

Employees are NOT ALLOWED to punch in before or after their appointed time without prior approval from their Superintendent.

PROGRESSIVE DISCIPLINARY ACTION: Tardiness will not be tolerated. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Corrective/Disciplinary Action Form.

An occurrence of tardiness, unexcused absence, or missed time clock in/out will be documented. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

	# of Occurrences	Discipline Step and Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none"> • 1 Unexcused Absence • 1 Tardy • 1 Missed Clocking In/Out 	1 Occurrence	Step 1: Verbal Warning
	2 – 3 Occurrences	Step 2: Written Warning
	4 Occurrences	Step 3: Pink Slip and 1 working day suspension without pay
	5 Occurrences	Step 4: Pink Slip and 2 working days suspension without pay
	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: Final Pink Slip and termination upon receipt of the 4 th pink slip, by Superintendent



Jackson Parish Police Jury

CORRECTIVE/DISCIPLINARY ACTION FORM

EMPLOYEE: _____

DATE: _____

DEPARTMENT: _____

SUPERINTENDENT: _____

Reason for Warning or Counseling:

- | | | |
|---|---|--|
| <input type="checkbox"/> <u>Unexcused Absence</u> | <input type="checkbox"/> <u>Tardiness</u> | <input type="checkbox"/> <u>Missed Clocking In/Out</u> |
| <input type="checkbox"/> 1 st Occurrence | <input type="checkbox"/> 1 st Occurrence | <input type="checkbox"/> 1 st Occurrence |
| <input type="checkbox"/> 2 nd Occurrence | <input type="checkbox"/> 2 nd Occurrence | <input type="checkbox"/> 2 nd Occurrence |
| <input type="checkbox"/> 3 rd Occurrence | <input type="checkbox"/> 3 rd Occurrence | <input type="checkbox"/> 3 rd Occurrence |
| <input type="checkbox"/> 4 th Occurrence | <input type="checkbox"/> 4 th Occurrence | <input type="checkbox"/> 4 th Occurrence |
| <input type="checkbox"/> 5 th Occurrence | <input type="checkbox"/> 5 th Occurrence | <input type="checkbox"/> 5 th Occurrence |
| <input type="checkbox"/> 6 th Occurrence | <input type="checkbox"/> 6 th Occurrence | <input type="checkbox"/> 6 th Occurrence |
| <input type="checkbox"/> 7 th Occurrence | <input type="checkbox"/> 7 th Occurrence | <input type="checkbox"/> 7 th Occurrence |

Summary of Reason:

Employee Comments:

Employee Please Note: You have been officially warned for this violation. Future violations shall constitute cause for penalty as outlined in the Jackson Parish Police Jury Personnel Manual. Please familiarize yourself with them, as it is not the desire of the parish to inflict disciplinary measures unless forced to do so.

Supervisor

I certify that I have received a copy of the above Warning.

Employee

	# of Occurrences	Discipline Step and Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none"> • 1 Unexcused Absence • 1 Tardy • 1 Missed Clocking In/Out 	1 Occurrence	Step 1: Verbal Warning
	2 – 3 Occurrences	Step 2: Written Warning
	4 Occurrences	Step 3: Pink Slip and 1 working day suspension without pay
	5 Occurrences	Step 4: Pink Slip and 2 working days suspension without pay
	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: Final Pink Slip and termination upon receipt of the 4 th pink slip, by Superintendent

Linda Blackstock
297 Seymore Rd.
Jonesboro, La 71251

March 09, 2021

To Whom It May Concern:

I have worked for the JPPJ for almost 29 years. I have been at the Road Dept. for 21 of those years and I have thoroughly enjoyed my job and the people I have been blessed to work with. They are a great group of men and they work hard to do the best job they possibly can.

I had planned to stay with the Road Department two more years until I retire but due to circumstances beyond my control it looks as if I am not going to be allowed to do so. I was told that I would be required to move to the main office, I do not wish to go. If I planned to work five or ten more years I might have felt differently, although I'm not sure I would!

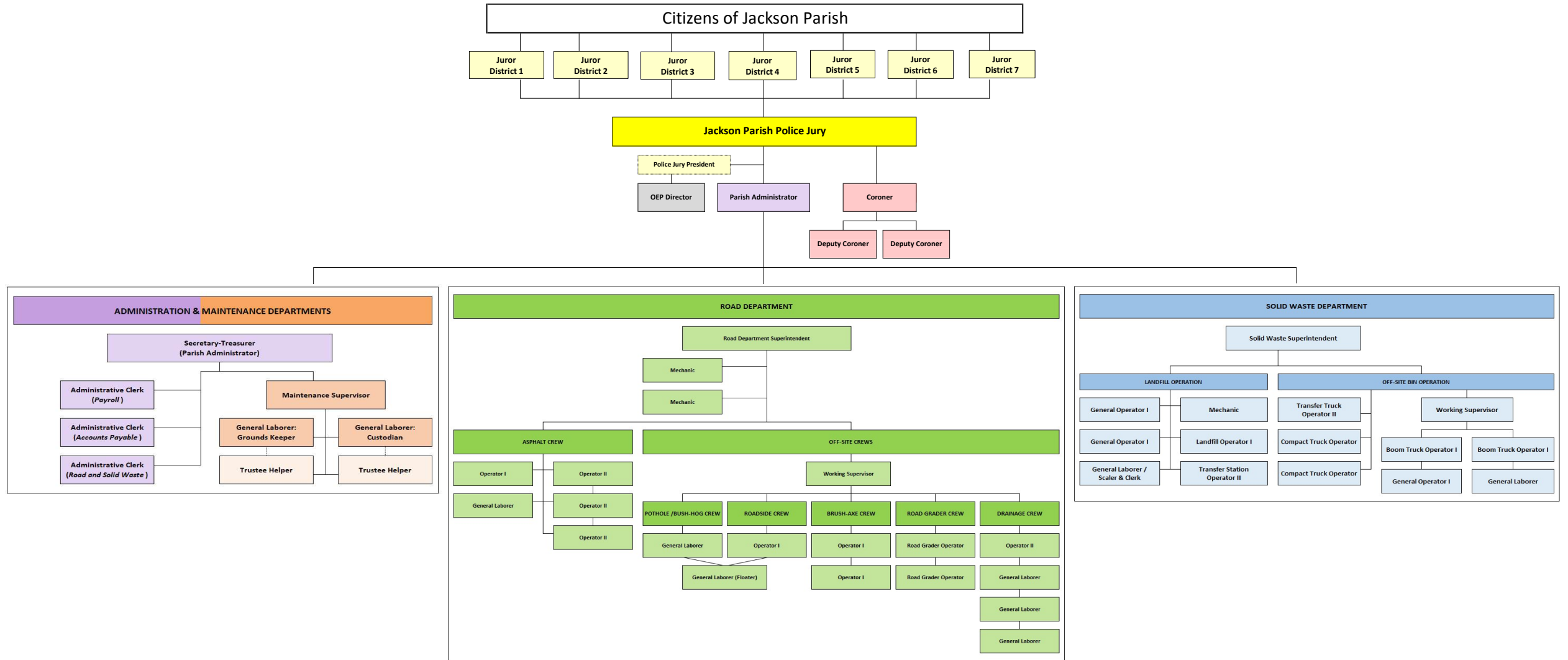
It is with a heavy heart that I am notifying the Jury that I plan to work through March 31, 2021 at which time I will retire.

This is my notice of resignation.

Thank You,

A handwritten signature in blue ink that reads "Linda Blackstock". The signature is written in a cursive, flowing style.

Jackson Parish Police Jury Organization Chart



ADMINISTRATION & MAINTENANCE DEPARTMENTS

**Secretary-Treasurer
(Parish Administrator)**
Gina Thomas

Administrative Clerk
Bonnie Paggett

Administrative Clerk
Tammy Collinsworth

Administrative Clerk
Sheila Huddleston

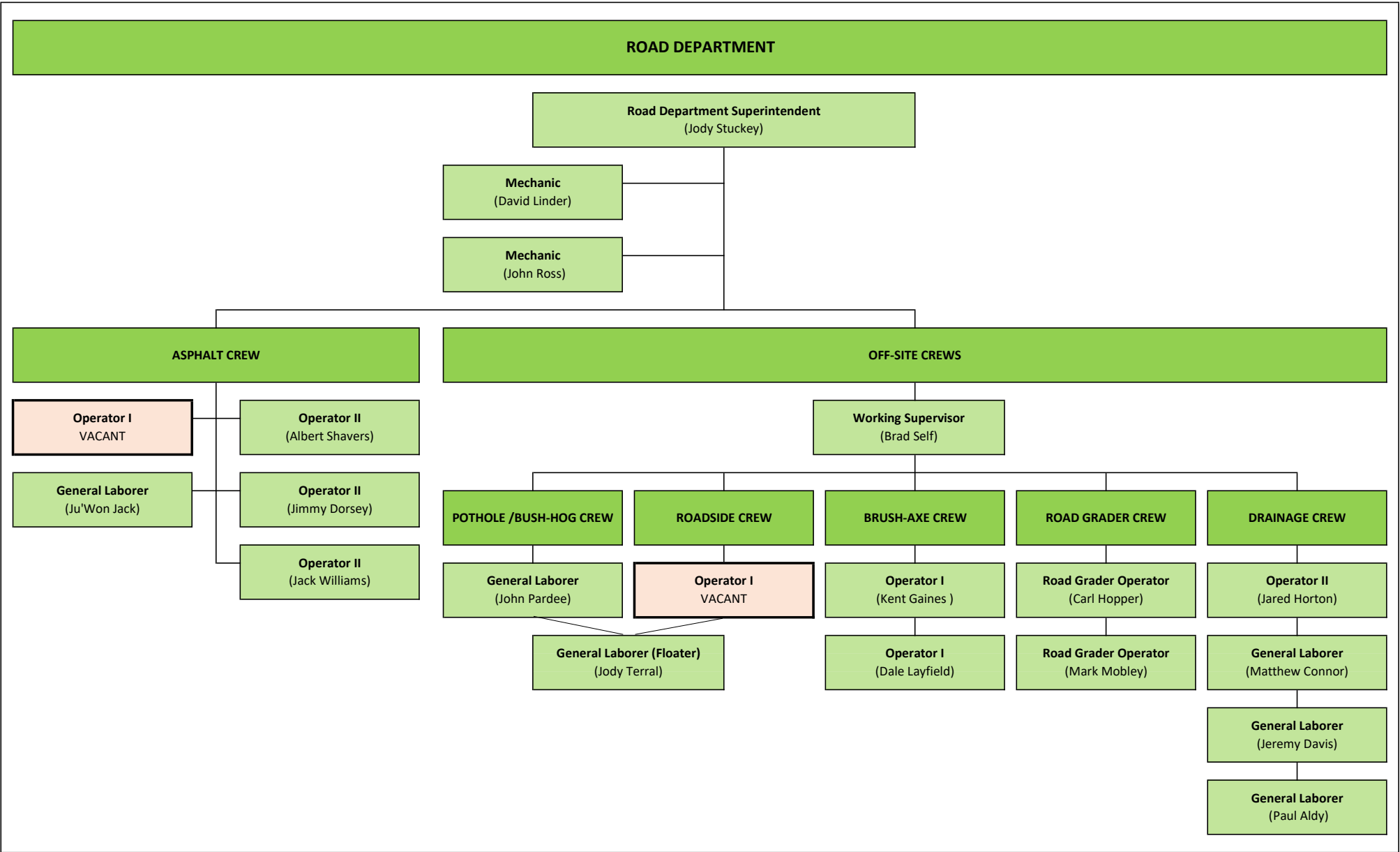
Maintenance Supervisor
Robert "Bubba" Anderson

**General Laborer:
Grounds Keeper**
Bradley Sessions

**General Laborer:
Custodian**
Summer Bradley

Trustee Helper

Trustee Helper



SOLID WASTE DEPARTMENT

Solid Waste Superintendent
(Robin Sessions)

LANDFILL OPERATION

OFF-SITE BIN OPERATION

General Operator I
(Shane Lowrey)

Mechanic
(Jeffrey Harlan)

Transfer Truck Operator II
(Gene Robertson)

Working Supervisor
(Edquado Howard)

General Operator I
(Tim Hartness)

Landfill Operator I
(Lee Johnson)

Compact Truck Operator
(Stacy Jones)

Boom Truck Operator I
(Ronnie Qualls)

Boom Truck Operator I
(Rodney Boatner)

**General Laborer /
Scaler & Clerk**
(Katherine Bond)

Transfer Station Operator II
(Paul Martin)

Compact Truck Operator
(Romaine Grant)

General Operator I
(Edward Pepper)

General Laborer
(Kelvin Calahan)



Jackson Parish Police Jury

Community Center Staffing Policy

Adopted by the Jackson Parish Police Jury effective April 12, 2021

PURPOSE: In accordance with the Jackson Parish Police Jury's Dr. Charles H. Garrett Community Center (herein referred to as "Community Center") rental agreement, the facility is to be staffed by Maintenance Department personnel for all after-hours events. This policy will outline and define the details on staffing.

SCOPE: This policy applies to all employees of the Jackson Parish Police Jury's Maintenance Department, including hourly, salary exempt, and salary non-exempt classifications. This policy also applies to all events, whether public, private, governmental, or other.

POLICY:

- A. As detailed in item 2, page 2 of the Community Center rental agreement, the staff of the Maintenance Department will be available at the Community Center during the event.
- B. The staffing requirement applies to all events held at the Community Center, including events held by governmental and/or Police Jury events including, but not limited to, Clerk of Court training sessions, board meetings, etc. There are no exceptions.

PROCEDURE:

- A. Events that take place during working hours for the Maintenance Department (as defined in the Personnel Policy Manual), will have a Maintenance staff member "on-call", but it is not necessary for them to be present for the entirety of the event. They should be present for the beginning of the event, and the end.
 - a. Contact information for the specific Maintenance Staff assigned to the event along with general contact information for the Maintenance Supervisor and the Police Jury Office will be clearly posted and made available to the renter.
- B. The Maintenance Department will keep a rotating calendar of events and will assign staff based on an equal rotation. Staff has the option to decline after-hours events if, and only if, other staff are available and willing to work the event. If no other staff are available, the employee is responsible for their assigned events.
 - a. The rotations and staff that work events will be logged and filed by the Maintenance Supervisor and turned in to the Secretary-Treasurer as requested.
- C. The Maintenance Supervisor, along with the Secretary-Treasurer, have the authority to flex staff schedules for the week if an event will force an employee into overtime. If the current workload permits, the employee may request a "flex" to allow them to either come in later or leave earlier on a different day in the same pay period in order to keep their weekly hours total at 40.
- D. If an event results in an employee working over 40 hours for the week, the employee will receive eligible overtime pay.
- E. The employee is responsible for utilizing a manual timecard to record their worked hours for Community Center events. This timecard will be turned in to the Maintenance Supervisor who will have the Secretary-Treasurer sign it and manually record it in the timekeeping system.
- F. The hours for Community Center events will be coded to the Community Center Salaries account, along with any applicable overtime.

Operations Committee
March 11, 2021

The Operations Committee met Thursday, March 11, 2021 at 3:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Ms. Amy Magee. Absent: Mr. John McCarty. Also in attendance: Mr. Robin Sessions, Solid Waste Superintendent.

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

There were no public comments.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury adopt a policy to send a notice with the Solid Waste customer's 2nd invoice for non-payment notifying them that the bin will be picked up if not paid by the third month and that there would be a \$75.00 re-location fee to have the bin returned. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury notify the Delta Community College about their commercial bin being charged at the regular rate. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to amend the agenda to include recommendations for the results of the sales tax proposal election. Motion carried unanimously.

The Committee made the following recommendation in the event the sales tax proposal passes:

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury not renew the existing 0.6% sales tax when it expires if the existing sales tax proposal passes.
 - The Committee discussed the amount of revenue needed to run the operation and how much revenue would be estimated from the 1% sales tax. The Committee determined that the surplus collections from the current year until the expiration of the existing tax would be enough to cover the capital needs of the department and that the 1% would cover the annual expenses for the operation.

Motion carried.

The Committee made the following recommendation in the event the sales tax proposal fails:

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury modify the residential dumping permit for the landfill and begin charging contractors at the rate of \$45/ton for dumping, but continue allowing residents to dump for free if they are present and have a Jackson Parish ID. Motion carried.
- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury pick up all bins at the existing road-side sites and consolidate them to one site on the existing properties designated for future bin sites. Motion carried.
- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury request proposals for disposal companies to take over waste disposal for Jackson Parish. Motion carried.

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury notify all municipalities that they will begin being charged for dumping at the same rate as the contractors, currently \$45/ton for disposal to the Union Parish landfill. Motion carried.

The date of the next Operations Committee was set for March 25th at 3:00 PM.

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

Operations Committee
March 26, 2021

The Operations Committee met Friday, March 26, 2021 at 12:15 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Ms. Amy Magee. Absent: Mr. John McCarty.

The meeting was called to order by the Chair, Ms. Amy Magee.

There were no public comments.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury amend the 2021 Road Program to exclude the asphaltic surface treatment program. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury authorize the Riley Company to advertise for bids for the 2021 Road Program. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury authorize the Road Department to perform the requested work for the Recreation District and they would provide the materials. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury have the inoperable exterior lamp posts removed from the Courthouse lawn. Motion carried.

The date of the next Operations Committee was set for Friday, April 23rd at 12:15 PM.

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



Jackson Parish Police Jury
Administrative Building
160 Industrial Drive
Jonesboro, LA 71251

COMMERCIAL BILLING TERMS & CONDITIONS

Invoicing Invoices will be mailed out prior to the 1st of the month.

Payment All customers have net/30 terms and payments are due by the **20th of each month** that the invoice is received.

In the event that an invoice has gone unpaid for two consecutive months, the customer will be sent a notification letter advising them that if their entire balance is not paid by the 15th of the following month (3rd month), their bin will be collected. An additional \$75.00 reinstatement fee will be assessed to their past due amount.

Reinstatement All past due amounts plus the \$75.00 reinstatement fee, per bin, must be paid in full prior to the bin(s) being returned for continued service.

Bin Locations Jackson Parish personnel will not clean up at the commercial bin location, this is the sole responsibility of the business owner.

If bins/gates are kept locked, they must be opened before the truck arrives to empty them. If the driver finds the bin/gates locked, the truck will leave and will not return to empty the bin that day.

The Jackson Parish Solid Waste Department will not be liable for damages to property due to the weight of the truck.

Extra Dumping Additional services (extra dumps from the normal schedule) will be \$75.00 each, per bin.

I have read, understand, and agree to the above terms and conditions for the Jackson Parish Commercial Bin program.

Printed Name

Date

Signature



Jackson Parish Police Jury
Administrative Building
160 Industrial Drive
Jonesboro, LA 71251

COMMERCIAL WASTE AGREEMENT

Customer Name: _____

Billing Address: _____

Location Address: _____

Primary Contact: _____

Contact Phone: _____ Fax: _____

Contact Email: _____

CHECK ONE	SERVICE PROVIDED	COST PER MONTH
_____	One bin picked up once per week/month	\$115.50
_____	Two bins picked up once per week/month	\$231.00
_____	One bin picked up twice per week/month	\$190.50
_____	One bin picked up three times per week/month	\$265.50

NOTE: The base rate is \$115.50 per bin per month for a once-a-week pickup.
Additional pickups are \$75.00 each.

All customers have net/30 terms and payments are due by the 20th of each month.

Non-payment for two consecutive months will result in the bin being collected on the 15th of the following month (3rd month) and an additional \$75.00 reinstatement fee will be assessed to the past due balance.

I hereby authorize the Jackson Parish Police Jury to provide my business with the service that I have indicated above. I agree to pay the invoice for the service by 20th of each month.

Printed Name

Date

Signature

Recommendations from Operations Committee 3/11/2021:

- If the sales tax election passes:
 - Do not renew the existing 0.6% sales tax once it expires. Use the surplus funds to complete the capital projects and immediate needs of the department and then continue operations using only the new 1.0% sales tax.

- If the sales tax election fails:
 - Consolidate all road-side sites to single locations, utilize the land purchased for the future model bin sites.

 - Modify the dumping permit so that only homeowners that are bringing items out themselves will receive a free permit. Contractors will pay a disposal cost per ton.

 - Notify the municipalities that their contracted waste management companies will no longer be able to bring municipal garbage to the transfer site free of charge. They will be charged the disposal cost per ton, the same as the contractors.

 - Request proposals from waste management companies to assess the parish and provide proposals for taking over the parish waste management.

2021 Road Program
 Approved February 8, 2021
 Preliminary Budget \$890,000

Asphaltic Concrete Project			
Road	List	Prelim. Estimate	Revised Estimate
Rosco Road	Major # 1	\$ 565,000	\$ 595,000
Harris Loop	Minor # 1	\$ 220,000	\$ 295,000
Subtotal Asphalt Project		\$ 785,000	\$ 890,000

Asphaltic Surface Treatment Project			
Road	List	Estimate	Estimate
Jenny Lynn Road	Overlay # 1	\$ 20,000	\$ 31,000
Head Road	Overlay # 2	\$ 75,000	\$ 81,000
Subtotal Surface Treat. Project		\$ 95,000	\$ 112,000

Budget Needed \$ 890,000 \$ 1,000,000

Jackson Parish Recreation District

5254 Hwy 4 • PO Box 315 • Jonesboro, LA 71251

Phone: (318) 259-3031

Fax: (318) 259-3073

JPREC.ORG



March 10, 2021

Dear Jackson Parish Police Jury Members,

The Jackson Parish Recreation District is requesting your help with spreading rock to expand one of our parking lots at the sports complex. If you have any questions about this matter, please don't hesitate to call Tommy Smith at (318)259-3031 or (318)737-8493. Thank you for your help in this matter.

Brent Barnett

A handwritten signature in black ink, enclosed in a large, loopy oval shape.

Board President

Finance Committee
March 19, 2021

The Finance Committee met Friday, March 19, 2021 at 12:00 PM in The Sunshine Room of the Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none. Also in attendance, Mr. Darrell Avery, Assistant D.A and Mr. Jody Stucky, Road Department Superintendent.

The Chairman, Ms. Tarneshala Cowans, called the meeting to order. Mr. McCarty gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Chairman invited Enterprise to give a presentation on a cost savings program for fleet leasing.

The Secretary-Treasurer presented the financials to-date and stated they were making final adjustments to the accrued receivables and payable for the upcoming FEMA reimbursements.

The Committee reviewed the letter of request from the Library and Mr. Avery stated that he would research the options for the Police Jury.

The Committee reviewed the recommendations from the Operations Committee for the results from the sales tax proposal.

The date and time for the next Finance Committee was set for Wednesday, April 21st at 12:00 PM.

Motion Mr. McCarty, seconded Ms. Magee to adjourn. Motion carried.

Project Committee
March 26, 2021

The Project Committee met Friday, March 26, 2021 at 12:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, and Ms. Amy Magee. Absent: none.

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

There were no public comments.

The Committee reviewed the notification for the Lieutenant Moore Memorial Highway and agreed to the April 9th date. Ms. Magee stated she would announce the date at the Business Session.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Police Jury approve the request from the Town of Chatham for the placement of their sign on the Police Jury's land in the right-of-way, pending approval from the state DOTD. Motion carried.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Police Jury contact North Delta about re-apportionment after the census results are accepted and to seek an agreement with the Jackson Parish School Board to share service costs. Motion carried.

The Committee reviewed and discussed the noted requests for office spaces in the Courthouse and other Police Jury buildings. No action was taken.

The date of the next Policy & Personnel Committee was tentatively set for the week of April 19th.

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

Gina Thomas

Subject: FW: DATE SET: April 9 at 11:00 am - Second Lieutenant Harvel Moore Memorial Highway - Chatham Louisiana

From: Jay Morris <jmorris@creditorlawyers.com>

Sent: Friday, March 26, 2021 3:19 PM

To: Richard Robertson <Richard.Robertson@mcschools.net>

Cc: jay@jaymorris.com; morrisjc@legis.la.gov; townofchatham@gmail.com; Juror 1 <juror1@jppj.org>; wtculpepper0630@gmail.com; Juror 2 <juror2@jppj.org>; lewischatham1062@gmail.com; Juror 3 <juror3@jppj.org>; Juror 4 <juror4@jppj.org>; retiree318@yahoo.com; Juror 5 <juror5@jppj.org>; tarneshala@gmail.com; Juror 6 <juror6@jppj.org>; regina.rowe@westrock.com; Juror 7 <juror7@jppj.org>; ltway47@gmail.com; Wilda Smith <wsmithcoc@aol.com>; jmcFarland@legis.la.gov; McFarland, Rep. (District Office) <mcfarlandj@legis.la.gov>; amagee@jboro.com; Gina Thomas <gthomas@jppj.org>

Subject: DATE SET: April 9 at 11:00 am - Second Lieutenant Harvel Moore Memorial Highway - Chatham Louisiana

Hello Everyone,

There seems to be a general agreement that April 9 is good for most people for a short dedication ceremony. It will be held at 11 AM at the corner of Highway 34 and Highway 4. There should be plenty of parking and the sign will be very near the intersection.

Please feel free to spread the word and share on social media.

Kind regards,

Jay

Jay Morris

**Chief of Police
Brandon Myers**

**Clerk
Lynette Roberts
Bobbie Chatham**

**Attorney
Gary Nunn**

**TOWN OF CHATHAM
Gregory Harris, Mayor
P.O. Box 7
Chatham, La. 71226
Ph: (318) 249-2541
Fax: (318) 249-4436**

**Board of Aldermen
Marvin Davis
Toni Malone
Laverne Mixon
Sue Ann Proffer
Mike Wilson**

March 22, 2021

Jackson Parish Police Jury
VIA Email: gthomas@jacksonparishpolicejury.org

RE: Welcome sign

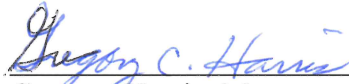
Dear Jackson Parish Police Jury:

The Town of Chatham would like to ask permission to install a "Welcome to Chatham" sign on the property owned by the Jackson Parish Police Jury. The sign will be located at the dumpsters at the intersection of Hwy 34 and Chatham Lake Road.

We are trying to make positive changes to our community and hope this is something you will consider approving. Thank you for all that you have done to help our community in the past.

Sincerely,

Town of Chatham



Gregory Harris, Mayor