

April 13, 2021

TO: Lincoln Parish Police Jury
FROM: The Personnel/Benefits Committee
SUBJECT: Committee Report

The Personnel/Benefits Committee of the Lincoln Parish Police Jury met at the Lincoln Parish Library Events Center on Tuesday, April 13, 2021, at 6:30 p.m. Present were: Joe Henderson, Chair, T.J. Cranford, Logan Hunt, Milton Melton, and Sharyon Mayfield.

Joe Henderson called the meeting to order and Logan Hunt delivered the invocation.

Sharyon Mayfield offered a motion, seconded by Milton Melton, to approve the agenda as presented. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

First item on the agenda was the recommendation for appointment-Mr. Robert Flowers II to the Northeast Delta Human Services Authority for a 3-year term. Logan Hunt offered a motion, seconded by Milton Melton, to appoint Mr. Robert Flowers II to the Northeast Delta Human Services Authority for a 3-year term. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

Next item on the agenda was recommendations for appointment to the Library Board of Control. Milton Melton offered a motion, seconded by Sharyon Mayfield, to table the recommendations. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

Next item on the agenda was to consider recommendation to adopt an Electronic Device Acceptable Use Policy. Doug Postel, Parish Administrator, explained the reasoning behind the policy was due to a new work order system as well as use for meetings. The new policy includes sections covering Data Protection and Security; User Responsibility; Lost, Damaged, or Stolen Devices; and Safeguarding and E-Safety. After discussion, Logan Hunt offered a motion, seconded by Sharyon Mayfield, to adopt an Electronic Device Acceptable Use Policy. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

Next item on the agenda was to consider recommendation to adopt the updates to the Purchasing Policy. Changes to the policy include removal of references to outdated forms, adding the ability to submit quotes via email, adjusting the minimum Public Works bid to \$250,000.00, and adding provisions for Extreme Emergency Purchasing. After discussion, Sharyon Mayfield offered a motion, seconded by Logan Hunt, to adopt the updated Purchasing Policy. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

Next item on the agenda was to consider recommendation to adopt Vehicle Use Policy. Changes to the policy include requiring driver signature on policy, requiring fire extinguisher and first aid kit in all vehicles, establishing mileage reimbursement in accordance with the state travel guidelines, establish the minimum driving age at 21, requiring a MVR release, establishing required alcohol and drug testing, and allowing use of cell phone hand-free devices. After discussion and questions, T.J.

April 13, 2021

Cranford offered a motion, seconded by Milton Melton, to adopt the Vehicle Use Policy. The motion carried with the following votes:

YEAS: Cranford, Hunt, Henderson, Melton, and Mayfield

With no other business to come before the committee, the meeting was adjourned.

Doug Postel
Parish Administrator

Joe Henderson
Chair