



PERSONNEL AND BENEFITS COMMITTEE

Lincoln Parish Police Jury

Tuesday, June 14, 2022 at 6:30 PM

Jack Beard Room | 910 North Trenton Street, Ruston, LA 71270

AGENDA

In compliance with the Americans With Disabilities Act, individuals needing special accommodations during this meeting should notify the Lincoln Parish Police Jury at 318-513-6200 at least three working days before the meeting.

COMMITTEE MEMBERS

Joe Henderson, Chair; TJ Cranford, Logan Hunt, Milton Melton, Sharyon Mayfield

Call to Order

Invocation

Approval of Agenda

New Business

1. Announcement of Vacancy - Northeast Delta Human Services Authority (NEDHSA)
2. Appoint Members:
 - A. Library Board
 - B. North Louisiana Exhibition Center
 - C. Convention and Visitor's Bureau
3. Discuss and Take Action - Revision of Employee Leave Policy

Other Business

Adjournment

June 6, 2022

Richard Durrett, President
Lincoln Parish Police Jury
P.O. Box 979
Ruston, LA 71273



HSA

Northeast Delta
Human Services Authority

Mental Health • Addiction Disorders
Developmental Disabilities

Dear President Durrett,

This letter is a request for your consideration to appoint a resident of Lincoln Parish to fill a vacancy on the Board of Directors of the Northeast Delta Human Service Authority (NEDHSA).

NEDHSA directs and manages the operation of community-based programs to improve the quality of life of people with major mental illness, developmental disabilities and addictive disorders. The authority is governed by a board of seventeen (17) members, including four members from Ouachita Parish, two residents from Morehouse and Lincoln Parishes, and one each from Caldwell, East Carroll, Franklin, Jackson, Madison, Tensas, Union, Richland and West Carroll Parishes.

Lincoln Parish is entitled to two positions on the Board. Currently, I am the only Lincoln Parish representative and I encourage you to seek and nominate a resident candidate from our Parish to fill the second appointment.

For your information, I have enclosed a document that includes a brief description of the agency and the duties and responsibilities of our Board members. Please feel free to share this with any interested parties and encourage them to contact me at 318.245.7361 or mshipp1426@gmail.com with any questions.

To be considered for membership, the potential member would need to submit a letter of interest and brief resume to:

Ms. Delores Harris
Administrative Assistant
NEDHSA
2513 Ferrand Street
Monroe LA 71201

Thank you very much for your consideration regarding this matter.

Regards,

Michael K. Shipp, M.Ed., CDRS
Chairman, Board of Directors

c Delores Harris
Dr. Monteic Sizer



HSA

Northeast Delta
Human Services Authority

Mental Health • Addiction Disorders
Developmental Disabilities

Northeast Delta Human Services Authority Board of Directors Position Description and Responsibilities

About NEHDSA

NE Delta HSA directs and manages the operation of community-based programs to improve the quality of life of people with major mental illness, developmental disabilities and addictive disorders. We are devoted to deliver programs and services that encourage people to reach their true human potential.

The authority provides services in the following 12 parishes:

- | | | |
|-----------|--------------|--------------|
| Caldwell | East Carroll | Franklin |
| Jackson | Lincoln | Madison |
| Morehouse | Ouachita | Richland |
| Tensas | Union | West Carroll |

Contact Information:

NEDHSA Administrative Office
2513 Ferrand St
Monroe, LA 71201
318-362-3270 www.nedeltahsa.org
Executive Director: Dr. Monteic Sizer

Board of Directors
Michael K Shipp, M.Ed., Chairman
318.245.7361 mshipp1426@gmail.com

Mission:

NE Delta HSA serves as a catalyst for individuals with mental health, developmental and addictive disorders to realize their full human potential by offering quality, excellent care with greater accessibility.

These three tenets guide our actions:

- . Greater access to services
- . Excellent customer service
- . Quality, competent care

NE Delta HSA Vision:

The NE Delta HSA vision is to build a unified Northeast Louisiana where individuals are thriving and reaching their full human potential.

NE Delta HSA Philosophy

- . Demonstrate that we will understand citizens' concerns – provide hope and integrity in the mental health, addictive disorder and developmental disabilities arenas.
- . Connect with citizens we serve and help them reach their best potential
- . Focus on commonalities among us rather than differences. Unify around opportunities.
- . Accountability for our actions
- . Opportunity for success equal for all citizens regardless of demographics.
- . Acknowledge any previous shortcomings and demonstrate how we are improving.
- . Build trust through accountability.
- . We are a catalyst and co-advocate for citizens to engage in the community and believe they can reach new heights.

Board Membership:

The authority is governed by a board of seventeen (17) members, including four members from Ouachita Parish, two residents from Morehouse and Lincoln Parishes, and one each from Caldwell, East Carroll, Franklin, Jackson, Madison, Tensas, Union, Richland and West Carroll Parishes.

Qualifications:

The appointees shall be professionals or active advocates in the fields of mental health, developmental disabilities, substance abuse services or areas related to serving citizens affected by those areas (law enforcement, judicial, healthcare, etc.). Parishes with two or more board members shall be represented by at least one professional and at least one advocate or consumer.

The advocates shall have demonstrated an active history of support and involvement in one or more of the service areas. Consumers shall have received services in one or more of the three service areas provided by the authority.

Additional important qualifications:

- Knowledge of the community
- Commitment to Authority's mission and strategic directions
- A commitment of time
- Openness to learning

Term:

Board members are appointed by their Police Jury, or designated governing body within the parish, for a three-year term, with an option of serving two more consecutive terms, pending re-appointment.

Accountability:

The Board members are collectively accountable to the community, funders and other stakeholders. They are accountable for the Authority's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Authority: Individual board members have no authority to approve actions by the Authority, to direct staff, or to speak on behalf for the Authority, unless given such authority by the board.

Responsibility

Board members are responsible for acting in the best long-term interests of the Authority and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.

General Duties

Every member of the Governance Board is expected to;

- Prepare for and attend regular monthly meetings, held the second Tuesday of each month in Monroe
- Prepare for and attend specially called meetings as called by the Chairperson
- Participate in Board training activities
- Actively participate in the review of the Authority's mission and objectives and the development of a strategic plan
- Monitor the performance of the Authority in relation to established policies, objectives and core values
- Monitor financial performance in relation to established policies
- Abide by the by-laws, code of conduct and other policies that apply to the Board
- Establish, review and monitor policies that guide core operational practices (e.g. Financial management, human resource management)
- Participate in the evaluation of the Executive Director
- Participate in the recruitment and orientation of new Board members
- Participate in the evaluation of the Board itself
- Participate in committee work
- Keep informed about community issues relevant to the mission and objectives of the Authority

Reporting Requirements:

NEDHSA Board Members are required to adhere to the following annual requirements:

- Signing the NEDHSA Conflict of Interest statement
- Completing the Public Officials Ethics Training from the Louisiana Board of Ethics for each year in office
- Submitting a Tier 2.1 Personal Financial Disclosure Statement for each year in office



Lincoln Parish
Library
enrich - inspire - educate

Lincoln Parish Police Jury

P.O. Box 979

Ruston, LA 71270

Thursday, June 9, 2022

To the Police Jury of Lincoln Parish,

The Library Board of Control for the Lincoln Parish Library requests that you, the Lincoln Parish Police Jury, accept their recommendation for Dr. Augusta A. Clark for renewal to the Library Board. Attached you will find the minutes from the Regular Meeting held on Wednesday, May 18, 2022 at 4:00 pm in the Jack Beard Community Room. Thank you for your consideration of this proposal.

Marcie N. Nelson

Interim Library Director

Augusta A. Clark, Ph.D.
P. O. Box 404
Grambling, LA 71245
April 12, 2022

Lincoln Parish Library
Board of Control
910 N. Trenton
Ruston, LA 71270

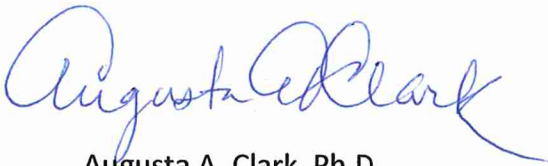
Dear LPL Board Members:

This letter is to inform you of my interest in being re-appointed to the Lincoln Parish Library Board of Control when my term expires on June 13, 2022. I solicit your vote and support because I would like to continue to help provide quality programs and needed services to the Lincoln Parish community.

I expressed –when the tax was passed—that the two focused areas of importance are hiring a permanent library director and re-assessing the use and function of the Events Center. Because of the importance of these two goals, I would like to continue working with the Board to help achieve the accomplishment of these endeavors.

I look forward to maintaining the cooperative relationship established in our attempts to achieve our goals.

Sincerely,



Augusta A. Clark, Ph.D.

Devon Cannon

From: Doug Postel
Sent: Thursday, June 2, 2022 9:28 AM
To: Devon Cannon
Subject: FW: North Louisiana Exhibition Center Commission



Doug Postel

Parish Administrator
Lincoln Parish Police Jury
P.O. Box 979
Ruston, LA 71273
Office Phone 318.513.6200
Office Fax 318.513.6209

From: Mona Wilson
Sent: Thursday, June 02, 2022 9:27 AM
To: Doug Postel
Subject: North Louisiana Exhibition Center Commission

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Mr. Postel,

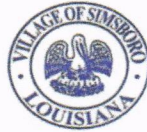
In regards to your letter on May 17th, requesting a new nominee for the Commission seat. Tammy Walker, is more than happy to sit on the commission.

So our nominee is Tammy Walker.

If the meeting is set to accept nominees and you cannot reach her, I can at any time.

Mona Wilson
Mayor of Dubach

MAYOR
Sybil Smalling-Foster
MUNICIPAL CLERK
Cynthia F. Haney



VILLAGE OF SIMSBORO

ALDERMAN:
Doug Durrett
Hazel Tuminello
Jerry White
**WATER/SEWER
OPERATOR**
A. J. Swayze

May 20, 2022

Lincoln Parish Police Jury
P.O. Box 979
Ruston, LA 71270-0970

Mr. Postel:

The Village of Simsboro would like to re-appoint Mr. Keith Canterbury as our representative on the North Louisiana Exhibition Center Commission His contact information will be the same.

Sybil Foster
Mayor

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.



2742 Martha Street · PO Box 40 · Simsboro, Louisiana 71275
Phone: 318-247-6248 · Fax: 318-247-5298

City of Grambling

EDWARD R. JONES, MAYOR

COUNCIL MEMBERS



HOME OF GRAMBLING STATE UNIVERSITY

TOBY BRYAN
YANISE DAYS
G. DENISE DUPREE
CATHY HOLMES
PHYLLIS MILLER

May 23, 2022

Mr. Doug Postel
Parish Administrator
P. O. Box 979
Ruston, LA 71270

Dear Mr. Postel:

The City of Grambling would like to reappoint Mrs. Elmira McCarty as the City of Grambling representative on the North Louisiana Exhibition Center Commission.

We sincerely thank Mrs. McCarty and all of the Lincoln Parish Police Jury members for their service to the Grambling community.

Sincerely,

Edward R. Jones
Mayor

xc: Mrs. Elmira McCarty

Village of Choudrant

PO Box 288 ❖ Choudrant, Louisiana 71227 ❖ 318-768-4111

Item #2.

June 6, 2022

Lincoln Parish Police Jury
Doug Postel
Parish Administrator
P.O. Box 979
Ruston, LA 71270

Doug,

It is my recommendation to (re) appoint Mrs. Dawn Moore as Choudrant's representative for the North Louisiana Exhibition Center Commission. Please contact me with questions or concerns.

Best Regards,



Bill Sanderson, Mayor
Village of Choudrant



Mayor Ronny Walker

Board of Aldermen

- Carolyn Cage · District 1
- Angela Mayfield · District 2
- Melanie Lewis · District 3
- Jim Pearce · District 4
- Bruce Siegmund · District 5

June 10, 2022

Doug Postel
Lincoln Parish Police Jury
P.O. Box 979
Ruston, LA 71273

RE: Nominee for North Louisiana Exhibition Center Commission

Mr. Postel,

Regarding your request for an appointment on the Commission. The City of Ruston is nominating Chief Chris Womack to serve on the North Louisiana Exhibition Center Commission.

If you need anything further, please contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ronny Walker".

Ronny Walker
Mayor



June 6, 2022

Lincoln Parish Police Jury
P. O. Box 979
Ruston, LA 71273-0979

Mr. Postel and Police Jurors,

The Ruston Lincoln Parish Convention & Visitors Bureau has two positions vacant. In accordance with the legislation ACT No. 281 that created the CVB, those positions must be appointed and presented to the Police Jury at their meeting. The following list has been appointed by the authority for which the positions were created.

Grambling State University – Melanie Jones will be replacing Shannon Frank Reeves, Sr. to serve out his unexpired term. Ms. Jones is the Vice President of Advancement, Research, and Economic Development at Grambling State University.

The nominated candidate is aware of the state financial disclosure requirements and have agreed to comply with the state law and serve their community. Thank you for your consideration of this appointment as we look forward to working together for our parish.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amanda Quimby Carrier".

Amanda Quimby Carrier
President & CEO

LINCOLN PARISH POLICE JURY LEAVE POLICY

After careful review of other agency policies, we found it best to evaluate our leave policies to maximize the employee benefits offered to all current and any future employees. Below you will find the current policy for leave which includes earned vacation/sick leave based on years of service, funeral leave and civil leave. You will find a proposed change for each policy with the changes in bold print, underlined, and highlighted in gray.

305 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to conduct personal business. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular, full-time employees available for work

The amount of paid vacation time employees receives each year increases with the length of their employment as follows:

Current Vacation		
1-3 years	(5 days)	(40 Hours)
4-5 years	(10 days)	80 Hours
6 years	(11 days)	(88 Hours)
7 years	(12 days)	(96 Hours)
8 years	(13 days)	104 Hours
9 years	(14 days)	136 Hours
10 years	(15 days)	120 Hours
11 years	(15.5 days)	124 Hours
12 years	(16 days)	128 Hours
13 years	(16.5 days)	132 Hours
14 years	(17 days)	136 Hours
15 years	(17.5 days)	140 Hours
16 years	(18 days)	144 Hours
17 years	(18.5 days)	148 Hours
18 years	(19 days)	152 Hours
19 years	(19.5 days)	156 Hours
20 years	(20 days)	160 Hours

Proposed Vacation		
<u>0-1 year</u>	<u>(5 days)</u>	<u>(40 Hours)</u>
<u>2-3 years</u>	<u>(12 days)</u>	<u>(96 Hours)</u>
<u>4-6 years</u>	<u>(15 days)</u>	<u>(120 Hours)</u>
<u>7-9 years</u>	<u>(18 days)</u>	<u>(144 Hours)</u>
<u>10 + years</u>	<u>(21 days)</u>	<u>(168 Hours)</u>

(EARNING VACATION LEAVE)

**Employees regularly working less than 40 hours per week but more than 30 hours, vacation will be pro-rated based on the number of hours normally worked per week.

The length of eligible service is calculated on the basis of a "benefit year." This is a 12-month period that begins when an employee is employed in a position which is eligible for vacation time. An employee's benefit year may

be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

CURRENT - ~~Paid vacation time can be used in minimum increments of four (4) hours.~~

NEW- Paid vacation time can be used in minimum increments of one (1) hour.

To take vacation, employees should request advance approval from their supervisors.

Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry no more than their normal yearly benefit forward to the next benefit year. If the total amount of unused vacation time reaches a "ceiling" equal to two times the annual vacation the excess will be credited to sick leave.

Upon termination of employment, employees will be paid for unused vacation time that they are eligible for according to this policy.

320 SICK LEAVE BENEFITS

The Police Jury provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular, full-time employees available for work

The amount of paid sick time employees receives each year increases with the length of their employment as follows:

Current Sick			Proposed		
1-3 years	(5 days)	(40 Hours)	<u>0-1 year</u>	<u>(5 days)</u>	<u>(40 Hours)</u>
3-4 years	(6 days)	(48 Hours)	<u>2-3 years</u>	<u>(7 days)</u>	<u>(56 Hours)</u>
4 years	(7 days)	(56 Hours)	<u>4-6 years</u>	<u>(10 days)</u>	<u>(80 Hours)</u>
5 years	(8 days)	(64 Hours)	<u>7-9 years</u>	<u>(12 days)</u>	<u>(96 Hours)</u>
6 years	(9 days)	(72 Hours)	<u>10 + years</u>	<u>(15 days)</u>	<u>(120 Hours)</u>
7 years	(10 days)	(80 Hours)			
8 years	(11 days)	(88 Hours)			
9 years	(12 days)	(96 Hours)			
10 years	(13 days)	(104 Hours)			
11 years	(14 days)	(112 Hours)			
12+ years	(15 days)	(120 Hours)			

**Employees regularly working less than 40 hours per week but more than 30 hours, sick leave will be pro-rated based on the number of hours normally worked per week.

Paid sick time can be used in minimum increments of one (1) hour for employees.

A doctor's excuse will be required if an employee misses more than two consecutive work days. For purposes of this policy, vacation, holidays, and weekends do not count as work days. An employee fraudulently obtaining sick leave shall be subject to disciplinary action.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member. For the purposes of this policy immediate family is defined as parent, spouse, child, or sibling.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence before the scheduled start of their workday unless other arrangements have been made ahead of time.

Sick leave benefits will be calculated based on the employee's straight time pay rate at the time of absence times the number of hours the employee would have worked for a maximum of 8 hours and will not include any special forms of compensation, such as overtime.

Unused sick leave will be allowed to accumulate without limit for employees hired before January 1, 2008. **Employees hired on or after January 1, 2008, will be allowed to accumulate a maximum of 90 days of sick leave. ** Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Misuse of sick leave benefits may result in disciplinary action. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Any accumulated unused, and unpaid sick and/or vacation leave may be converted to additional retirement benefit credit in accordance with the Parochial Employees' Retirement System.

325 FUNERAL LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

CURRENT: Up to ~~two~~ days of paid funeral leave, ~~in conjunction with the funeral~~, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work

NEW: Up to **three (3) days** of paid funeral leave, **within 90 days starting at the day of death**, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work. **Employees may be asked to provide proof of death and/or relationship to deceased.**

Funeral pay is calculated based on the base pay rate at the time of absence times the number of hours the employee would otherwise have worked on that day for a maximum of eight hours and will not include any special forms of compensation such as overtime.

Approval of funeral leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

CURRENT: For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents and grandchildren.

NEW: For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents, **grandparents-in-law**, and grandchildren.

Any other circumstance may be included if, in the opinion of Administration, the employee's presence would be appropriate given the nature of the individual relationship. Administration may grant additional time in cases involving extenuating circumstances or extreme traveling distances if requested. Additional time granted must be documented as some other form of excused absence besides funeral leave.

330 CIVIL LEAVE

Regular employees will be allowed time off without loss of pay for the following purposes related to our judicial system, as needed:

1. When called for performing jury duty in local, district, state, or federal court.
2. When subpoenaed or called before a court, public body or commission, or to give a deposition in matters strictly related to police jury business.

CURRENT: It is your responsibility to provide as much notice as possible to your supervisor. You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours missed due to service listed above.

NEW: It is your responsibility to provide as much notice as possible to your supervisor. **Proof of summons and attendance is required.** You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours/**day** missed due to service listed above.

VACATION

Natchitoches

Up to 1 Year	5 Days
2-9 Years	10 Days
10-19 Years	15 Days
20+ Years	20 Days

Jackson

0-3 Years	12 Days
4-6 Years	15 Days
7-9 Years	18 Days
10+ Years	21 Days

Webster

1-7 Years	10 days
8-17 Years	15 days
18-30 Years	20 days
31+ Years	25 days

SICK TIME

Natchitoches

Up to 1 Year	5 Days
2-9 Years	10 Days
10-19 Years	15 Days
20+ Years	20 Days

Jackson

0-3 Years	12 Days
4-6 Years	15 Days
7-9 Years	18 Days
10+ Years	21 Days

Webster

12 Days per year

PTO

City of Ruston

1-2 Years	3.08 hours bi-weekly (2 Weeks)
3-6 Years	4.62 hours bi-weekly (3 Weeks)
7-9 Years	6.16 hours bi-weekly (4 Weeks)
10+ Years	7.69 hours bi-weekly (5 Weeks)