

**PERSONNEL COMMITTEE
MINUTES OF MEETING
August 1st, 2017
5:30 P.M.**

Present: Mike Jones, Lanny Parker, Derek Kennedy and John Watley. Also present were Charles Sawyer, Stan Smith, and Jerry Taylor.

Mr. Jones called the meeting to order. Mr. Watley led the group in prayer.

Motion Mr. Watley, seconded by Mr. Kennedy and declared adopted by unanimous vote to approve the agenda with one addition:

- 7 Discuss and make recommendations, if necessary concerning hiring a receptionist for the Health Unit.**

Motion Mr. Parker, seconded by Mr. Watley to approve the minutes of the July 11th, 2017 meeting. Motion carried unanimously.

The Secretary-Treasurer gave a report on the applicants she interviewed for the part time position at the Annex. There was no high school or college age student whose schedule would allow for them to work the hours needed. Several people interviewed for the job and it is the recommendation of the Secretary/Treasurer that Danielle Smith be hired as a temporary part time receptionist for the Annex. **Motion Mr. Parker, seconded by Mr. Watley to recommend to the jury to hire Danielle Smith for the temporary part time receptionist position (28 hours per week) at the Annex and her rate of pay will be 9.00 per hour.**

Motion Mr. Watley, seconded by Mr. Parker to recommend to the jury to advertise for a maintenance person to work at the Union Parish Detention Center. Motion carried unanimously. *Mr. Kennedy enters the meeting.*

Motion Mr. Parker, seconded by Mr. Watley to recommend to the jury to advertise for a CNA (Certified Nursing Assistant) to work at the Union Parish Health Unit. Motion carried unanimously.

Motion Mr. Kennedy, seconded by Mr. Watley to deny the Union Parish Health Unit's request for a receptionist. Motion carried unanimously.

There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Watley and duly seconded by Mr. Kennedy on this the 1st day of August, 2017.

Mike Jones, Chairman
Paula Strickland, Secretary/Treasurer