

**PERSONNEL COMMITTEE  
MINUTES OF MEETING  
May 31, 2018  
5:30 P.M.**

Present: Mike Jones, Lanny Parker, Derek Kennedy and Charles Sawyer. Also present: Mike Thurston and Lane Rugg.

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

**Motion Mr. Sawyer, seconded by Mr. Parker and declared adopted by unanimous vote to approve the agenda as written.**

**Motion Mr. Parker, seconded by Mr. Sawyer to approve the minutes of the April 30<sup>th</sup>, 2018 meeting. Motion carried unanimously.**

A brief discussion was held on the position of District 2 Road Supervisor. Three applications were received from current employees of the Road Department. Mr. Rugg deemed two applicants ineligible. Mr. Thurston is the only eligible applicant. Mr. Thurston stated that he has been with the parish since 1997 and would like the opportunity to be the District 2 Road Supervisor. **Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the full jury to hire Mike Thurston as District 2 Road Supervisor. Motion carried unanimously.**

A brief discussion was held on hiring Emmett Reeves for full time employment. Mr. Rugg addressed the committee and stated that Emmett Reeves has completed his probationary period and he is eligible for full time employment. **Motion Mr. Kennedy, seconded by Mr. Sawyer to recommend to the full jury to accept Lane Rugg's recommendation to hire Emmett Reeves for full time employment effective June 11, 2018. Mr. Reeves has completed his six months probationary period and will be eligible for retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.**

A discussion was held on the request from Jeff Toms, Office of Public Health Region 8 Assistant Regional Administrator. Mr. Toms is requesting an increase for a parish employee who is employed at the Health Unit. Mr. Kennedy stated that the parish has no reoccurring tax money and that we are operating with what is in the bank. **Motion Mr. Parker, seconded by Mr. Sawyer to deny the request from Jeff Toms. Motion carried unanimously.**

The Secretary/Treasurer gave a brief update on the overpayment to Blue Cross Blue Shield. The overpayment will be reflected as a credit on the next invoice. Mr. Kennedy and Mr. Jones expressed their frustrations with the Blue Cross Blue Shield overpayment and why it happened. A discussion was held on contracting with an individual or a company to process payroll and handle related payroll functions, and why this is needed. The payroll department has consistently received findings for several years. The goal is to get rid of those findings. Two proposals were received. One from Payroll Plus and one from Kenneth Folden & Company.

Mr. Folden was instrumental in balancing/reconciling the payroll account that had not been reconciled in a couple of years. Mr. Folden is an auditor and CPA.

There was also some discussion about how many employees would be needed at the annex once the payroll is contracted out. Currently there are three employees, not including the Secretary/Treasurer and HUD Director. Two employees will be needed at the Annex. One employee will be needed to process accounts payable and the other employee will be needed to answer the phone, process building permits, process new hires and scan time sheets for payroll. The Secretary/Treasurer has asked all the department heads if a full-time position is open. The only full-time position that is open is at the Detention Center. The third employee will be transferred to the Detention Center. By transferring an employee to this full-time position no one will lose their job or benefits.

Mr. Jones expressed his concern regarding how the employees are being treated when they have issues with the payroll department. He had an employee come to him about how she had been treated when she inquired as to why she did not receive her paycheck. Mr. Jones states that all employees should be treated with compassion and respect when they have questions regarding their pay. The Secretary/Treasurer stated that the issue had been addressed and the matter was resolved.

**Motion Mr. Kennedy, seconded by Mr. Parker to recommend to the full jury to contract with Kenneth D. Folden & Company to process the payroll and handle related functions. Motion carried unanimously.**

**Motion Mr. Parker, seconded by Mr. Kennedy to recommend to the full jury to accept the Secretary/Treasurer's recommendation to hire Danielle Smith as the Accounts Payable Clerk for full time employment effective June 11<sup>th</sup>, 2018. Mrs. Smith has completed her six months probationary period and will be eligible for retirement, insurance, vacation, sick leave and holiday pay. Her rate of pay will increase from \$9.00 to \$10.00 per hour. Motion carried unanimously.**

**There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Sawyer and duly seconded by Mr. Kennedy on this the 31<sup>st</sup> day of May, 2018.**

Mike Jones, Chairman  
Paula Strickland, Secretary/Treasurer