

**PERSONNEL COMMITTEE**  
**MINUTES OF MEETING**  
**January 8, 2019**  
**5:15 P.M.**

Present: Mike Jones, Derek Kennedy, Lanny Parker and Charles Sawyer. Also present, Jerry W. Taylor, Glenn Hutto and Sharon Dixson.

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

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

**Motion Mr. Parker, seconded by Mr. Kennedy to approve the minutes of the December 20, 2018 meeting. Motion carried unanimously.**

A lengthy discussion was held on a request from Sharon Dixson regarding an increase in her hourly rate. Mrs. Dixson has prepared a proposed salary scale for herself. The scale starts with zero years' experience and is comparable to other agencies in the state. This hourly increase would be in addition to any raises that the police jury might put into effect for other employees and the 25-cent five-year anniversary raise. Mrs. Dixson would also agree that if the funding is not available from HUD then the raise would not go into effect or her rate of pay would be renegotiated. HUD is not 100% funded. Currently the program is at 80% funding. Mrs. Dixson stated that Union Parish receives \$65.55 for each voucher administered every month. The program has 114 vouchers that can be utilized per month. Currently we are servicing about 110 vouchers.

Mr. Hutto asked the committee chairman if he could be recognized. Mr. Hutto stated that Mrs. Dixson does a great job. He stated that the program was in a mess when Mrs. Dixson took it over in 2005. Mrs. Dixson confirmed that when she took over the program their score out of a 100 was a 5. She started in August of 2005 as Assistant Director. HUD came in and did a review in December of that year. The agency was placed on a corrective action plan and given one year to complete the corrective actions. Mrs. Dixson completed the corrective action plan in 9 months and since that time she has been at standard or high-performance levels. When Mrs. Dixson came on board with Section 8 the agency had borrowed \$30,000 from the jury and that was paid back quickly. Since that time the program has not had to borrow any money from the police jury. Mr. Hutto thanked Mrs. Dixson for her hard work.

Mr. Kennedy stated that Mrs. Dixson's job is unusual in that there is no one to compare it with in the agency. Mr. Kennedy stated that outside numbers were obtained for a comparison. We went around to the surrounding parishes and got comparable numbers. Before the raise is approved by the Personnel Committee Mr. Kennedy would like to know at what point if any would the jury have to contribute to the program. Mr. Kennedy stated that the jury does not want the program to get in a bind and the jury have to contribute to the program. Mr. Kennedy stressed the fact that he not only wants to protect the program, but he also wants to protect Mrs. Dixson's job.

Mr. Kennedy stated that several parishes have already done away with their Section 8 program by having a third party administer the program. Mr. Kennedy does not want to give up our program and wants to verify the numbers before giving a raise. It may not be our money, but we are responsible for administering the money. **Motion Mr. Parker, seconded by Mr. Sawyer to table the discussion until Mr. Kennedy can do further research. Motion carried unanimously.**

**There being no more business to come before the committee, Mr. Jones declared the meeting adjourned upon motion by Mr. Parker and duly seconded by Mr. Sawyer on this the 8<sup>th</sup> day of January, 2019.**

Mike Jones, Chairman  
Paula Strickland, Secretary/Treasurer