

**PERSONNEL COMMITTEE
MINUTES OF MEETING
July 6th, 2021
5:00 P.M.**

Present: DeWayne Ramsey, Ben Bridges and John Watley. Absent: Nathan Pilgreen. Also present: Johnny Buckley, Brenda Abercrombie, L.W. Nolan and Bernie Nolan.

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

Motion Mr. Bridges, seconded by Mr. Watley and declared adopted by unanimous vote to approve the agenda as written.

Motion Mr. Watley, seconded by Mr. Bridges to approve the minutes of the May 24th, 2021 meeting. Motion carried unanimously.

A discussion was held regarding a Public Works Director position. Mrs. Abercrombie addressed the committee and said this was her idea. Mrs. Abercrombie stated that currently the Road Superintendent is busy riding roads, checking on mowing, getting parts and doing routine paperwork. The Road Superintendent does not have time to do everything that is being asked of him. A person is needed to oversee the Road Superintendent. The Public Works Director would be over the Road Department and Landfill Department. The salary for the Public Works Director would be taken out of the Landfill. At this time, the Personnel Committee is unclear on what the job description for the Public Works Director would be. The job description and pay rate will be discussed at a later date. The Secretary/Treasurer will contact surrounding parishes and see if they have a job description for a Public Works Director. There was also a brief discussion regarding superintendents coming to the jury meetings and providing reports. **Motion Mr. Watley, seconded by Mr. Bridges to recommend to the full jury to hire a Public Works Director. Motion carried unanimously.**

Mrs. Abercrombie addressed the committee regarding the Landfill Administrative Assistant job. Ms. Ridgell retired as of June 30, 2021, which has left a vacancy at the Landfill. The Secretary/Treasurer reported that two full-time office people are not needed at the Landfill. The second position at the Landfill should be part-time at best, but there are other departments where that second person could be utilized as a rover. Mrs. Abercrombie has met with Savanna Hodge and is recommending her for the Landfill/Rover Administrative Assistant job. **Motion Mr. Watley, seconded by Mr. Bridges, to recommend to the full jury to hire Savannah Hodge for the administrative assistant rover job for the Union Parish Landfill. Mrs. Hodge's rate of pay will be \$10.00 and her hire date will be July 19, 2021. She will be utilized wherever she is needed. Motion carried unanimously.**

There being no more business to come before the committee, Mr. Ramsey declared the meeting adjourned upon motion by Mr. Bridges and duly seconded by Mr. Watley on this the 6th day of July, 2021.

DeWayne Ramsey, Chairman
Paula Strickland, Secretary/Treasurer