

EXECUTIVE COMMITTEE
GENERAL DISCUSSION
April 1st, 2022
10:00 A.M.

Present: Brenda Abercrombie, Johnny Buckley and Ceis Nyegaard. Absent: Ben Bridges. Also present were L.W. Nolan, Andrew Ford, Jr., Lane Rugg and Scottie Shreve. Attending via Zoom: Nathan Pilgreen.

Mrs. Abercrombie called the meeting to order. Mr. Ford led the group in prayer.

Motion Mr. Nyegaard, seconded by Mr. Buckley and declared adopted by unanimous vote to approve the agenda with the following addition:

- **GPS discussion**

Motion Mr. Buckley, seconded by Mr. Nyegaard to approve the minutes of the March 15th, 2022 meeting. Motion carried unanimously.

The following items were discussed with the Public Works Director:

Personnel Policy

- Clocking In – The workday starts when you get to work. You do not clock in as soon as you leave the house.
- Comp Time – The Union Parish Personnel Policy states that a salary employee can only earn 40 hours of comp time per year. Comp time cannot be rolled over into the next year. Salary employees can receive overtime in the event of a disaster/emergency if the Police Jury President declares a disaster. The first ten (10) hours worked by an employee are exempt.
- Salary employees – earn time just like hourly employees.
- Sick time – In order to use sick time an employee must have a doctor's excuse. You have two unexcused personal days. The days cannot be taken the day before or the day after a holiday.
- Jury phone, iPad, email, vehicle, office, etc. are subject to search. Any password used by employees must be given to the Police Jury Secretary/Treasurer.
- No texting while driving a police jury vehicle. Employees shall not use their cell phones or any other type of electronic/recording device to record others at the workplace without permission.
- You have no expectation of privacy in the workplace.

Mr. Shreve was asked if he had any questions regarding anything personnel related and he said no.

Purchasing Policy

- Purchase orders are required for proposed purchases in excess of \$100.

- Monthly agreements for utilities, lease agreements or other reoccurring services do not require purchase orders.
- All purchase orders must be approved by the Secretary/Treasurer effective March 2022. Secretary/Treasurer has the right to deny a purchase order if she deems purchase unnecessary. Do not purchase something and then get a purchase order after the fact. If the Secretary/Treasurer has an issue she will contact the Committee Chairman or the Police Jury President.
- Transactions between individuals and businesses that are related to a police juror or a police jury employee are prohibited.
- Purchase orders in excess of \$10,000 must be approved by the Finance Chairman or the Police Jury President unless the expenditure was approved in an open meeting.

Mr. Shreve was asked if he had any questions regarding anything purchasing related and he said no.

Committee Meetings

Only the committee chair can call a committee meeting. Mrs. Abercrombie said that if there is no committee meeting scheduled and if there is an urgent need to have one then an Executive committee meeting can be called.

Landfill

Fuel Pumps – All on-road regular fuel vehicles must be filled up at Hill Oil. A fuel log must be kept and tied back to the fuel from the fuel pumps. Mr. Shreve stated that an electronic reader was recently installed and Mrs. Jean has access to pull the readings. Mr. Shreve was cautioned about letting employees drive their personal vehicles up to the fuel pumps. Personal vehicles should never be around the fuel pumps.

Hiring

The Secretary/Treasurer asked who was responsible for hiring employees at the landfill. Mr. Shreve stated that both he and Mr. Davidson were responsible for hiring.

Timesheets

The Secretary/Treasurer asked that Mr. Davidson sign off on the time sheets. The Secretary/Treasurer also said there is still an issue with employees requesting time off, but not submitting a leave request.

Travel

Travel for conferences or classes must be preapproved. The Secretary/Treasurer stated that the jury meets once a month so please be mindful when requesting approval for travel. This also applies to webinars in which you have to pay for.

Ethics/Sexual Harassment

The Secretary/Treasurer asked Mr. Shreve and Mr. Rugg for their availability for an ethics and sexual harassment class. The classes will have to be scheduled at least one week ahead of time.

Mr. Shreve was supplied a copy of the following policies. He signed an acknowledgment saying he had received them and Mrs. Abercrombie witnessed his signature. The Secretary/Treasurer explained that it was his responsibility to read the policies.

Personnel Policy - UPPJ
Social Media Policy - UPPJ
Vehicle Use Policy - UPPJ
Electronic Tablet Acceptable Use Policy - UPPJ
Travel and Expense Reimbursement Policy - UPPJ
Whistleblower Policy - UPPJ
Accident/Injury Investigation Procedures - UPPJ
Sexual Harassment Policy- UPPJ
Ethics Policy - UPPJ
Capital Assets Policy - UPPJ
Contracting for Services Policy - UPPJ
Purchasing and Disbursements Policy - UPPJ
Road Maintenance Policy/Procedure – UPPJ
Public Bid Law – LLA
Telephone Poll Form – UPPJ

Children in the Workplace

Mrs. Abercrombie addressed Mr. Shreve and said she has no issues with his daughter coming and staying at the office. She would prefer that she not be out riding around at the Landfill. Mrs. Abercrombie stated that as long as she stays in the office and does her school work then she has no issues. Mr. Nolan asked who would be responsible if the child were hurt at the workplace.

Juror Communication

Mr. Shreve asked how he needed to correspond with everyone. Mr. Nolan said emails were good and if someone did not want it, they could just delete. That way everyone is being kept in the loop. Mr. Shreve stated that he has been emailing everyone.

Mrs. Abercrombie stated that she has questioned prior jurors and looked in old juror manuals. While researching she has discovered that the committee chair just presides over the meeting and that is it. The committee chair does not run the actual committee. The committee chair approves the agenda and opens the committee meeting. The jury runs the parish. Mrs. Abercrombie stated that she and Mr. Nolan can approve the expenditures upon request. The committee chair should relay information to their respective committee and not make a decision on their own.

Mr. Shreve stated that he will send his emails to everyone and address in the greeting what committee he is speaking with. By doing this, everyone will know what is going on.

Job Description

The Secretary/Treasurer reported that a formal Public Works Director job description has never been adopted. The Secretary/Treasurer said that a job description is needed so Mr. Shreve will know what parameters he is working with. The Personnel Committee should draft and approve a job description.

Vehicle Passengers

Vehicles are for work use only. Mr. Pilgreen stated that it should be a rare occasion when a passenger is in a parish vehicle. What does the public think when they see a passenger in a parish vehicle? Mrs. Abercrombie said she has no problem if Mr. Shreve wants to pick up a part on Saturday, take his wife with him and then stop and eat. Mr. Pilgreen stated that if that happened it would be opening up a can of worms with the public and he does not think that is a good idea. Mr. Pilgreen further stated that if his son is caught in his AT&T work truck then he is terminated immediately. Mrs. Abercrombie stated that she had reached out to a couple of state troopers and the state police policy is that immediate family members can ride in their vehicles.

The Secretary/Treasurer stated that she has already consulted with legal counsel with regards to Scottie using his police jury truck for personal use. In his email, Trevor stated the jury must limit his personal use of the vehicle. It would be like a donation of public funds if he were to use it for anything other than its intended use. Trevor further stated in his email that it may be okay to allow an employee to drop off his daughter at school if it's on his direct route to work. The Secretary/Treasurer said the law is cut and dried when dealing with this.

Mrs. Abercrombie said that since there is no policy on this then Mr. Shreve will have to make a judgment call. *Reader should please note that there is a vehicle usage policy.* The Secretary/Treasurer stated that the policy is clear that vehicles are for work use only. When the policy change was discussed Mrs. Abercrombie said she did not wish to be responsible for allowing Mr. Shreve to use the parish vehicle for private use. Mrs. Abercrombie stated that she feels like we are grown adults and should not have to call in for every little decision. Mrs. Abercrombie stated that "we know right from wrong and at some point, you have to have faith in people to make a good decision." Mrs. Abercrombie said if it is job related then she does not have a problem with it.

Mr. Pilgreen stated that the vehicle usage is a gray area and if it is abused then it will have to be addressed. Mr. Buckley agreed that if the vehicle usage is abused then it will be addressed further.

Mr. Buckley addressed Mr. Shreve and said the purpose of this meeting is to help him and not harm him. Mr. Buckley stated that when Mr. Shreve started work, he was not given the opportunity to ask questions.

GPS Equipment

Mrs. Abercrombie stated that in June of 2021 a Finance meeting was held and the GPS discussion was held. Mr. Bridges was chair of the committee at that time. Mrs. Abercrombie and Mr. Pilgreen were against GPS devices. The motion was voted down. Since that time, the GPS devices were ordered. Mrs. Abercrombie said there is no need to track every parish vehicle nor is there a need to spend the money to track the vehicles.

The Secretary/Treasurer stated that she had originally approached Mr. Bridges about the GPS devices. She stated that there are too many complaints received regarding vehicles parked for lengthy amounts of time on the side of the road. The Secretary/Treasurer further stated that the garbage trucks are parked for lengthy amounts of time at convenience stores. The Secretary/Treasurer said the idea behind the GPS devices would be to cut down on non-productivity.

After Mr. Shreve was hired, he again brought up the GPS devices to Mr. Bridges. Mr. Shreve had requested GPS devices in the garbage trucks to help with route issues. Mr. Bridges had previously said that if one truck had GPS devices then all parish/detention center vehicles would have GPS devices. The Secretary/Treasurer stated that at that point in time it then became a day-to-day operation decision because it was under the \$10,000 threshold for approval.

Mrs. Abercrombie stated that she does not want the GPS devices. She further stated that she does not “want her finger on top of every single person watching them.” Mr. Shreve stated that he only wanted it for the garbage trucks. He said that is where the biggest complaints come from. Mrs. Abercrombie stated that the dash cams would be beneficial in the event of an accident. Mr. Shreve stated that ten (10) forward facing cameras are needed with GPS devices. The garbage trucks regular working hours are from 7:00 AM to 3:30 PM. Mr. Shreve stated that by having the GPS capability on the garbage trucks that will increase productivity. Mr. Shreve stated that there is a lot of time wasted on the routes and he is trying to eliminate the wastefulness.

There being no further business to come before the committee, Mrs. Abercrombie declared the meeting adjourned upon motion by Mr. Buckley and duly seconded by Mr. Nyegaard on this the 1st day of April, 2022.

**Brenda Abercrombie, Chairman
Paula Strickland, Secretary-Treasurer**