

**PERSONNEL COMMITTEE
MINUTES OF MEETING
October 4th, 2022
3:45 P.M.**

Present: Nathan Pilgreen, Ceis Nyegaard and Dewayne Ramsey. Absent: Ben Bridges. Also present: Brenda Abercrombie, LW. Nolan, Justin Echols, Lynn Ramsey, Paul Riley, Bernie Nolan, Tammy Ramsey and Milas Davidson.

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

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

Motion Mr. Nyegaard, seconded by Mr. Ramsey to approve the minutes of the June 7th, 2022 meeting. Motion carried unanimously.

Motion Mr. Nyegaard, seconded by Mr. Ramsey to recommend to the full jury to hire Glenn Furlough for full-time employment at the Landfill with his time being counted back to his original hire date of July 29th, 2022. His full-time status is effective October 10th, 2022 and at that time he is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Mr. Furlough's hourly rate of pay will increase to \$13.25 per his re-classification. Motion carried unanimously.

Motion Mr. Ramsey, seconded by Mr. Nyegaard to recommend to the full jury to re-classify Sidney Caughman as an Operator II Semi-Skilled Operator and increase his hourly rate of pay to \$14.25. Motion carried unanimously.

Motion Mr. Nyegaard, seconded by Mr. Ramsey to recommend to the full jury to hire Lynde Scarborough for full-time employment at the Road Department with her time being counted back to her original hire date of June 13th, 2022. Her full-time status is effective October 10th, 2022 and at that time she is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

Motion Mr. Nyegaard, seconded by Mr. Ramsey to recommend to the full jury to hire Ethan Davidson for full-time employment at the Road Department with his time being counted back to his original hire date of August 2nd, 2022. His full-time status is effective October 31st, 2022 and at that time he is eligible for all police jury benefits including retirement, insurance, vacation, sick leave and holiday pay. Motion carried unanimously.

A discussion was held regarding paying for CDL classes for employees interested in becoming CDL drivers. The Secretary/Treasurer has consulted with Trevor Fry, Gold Weems Law Firm, and after researching said the jury can cover the training costs if the employee signs a contract requiring him or her to stay a set number of years and to reimburse the cost if he or she leaves before the contract expires. Mrs. Abercrombie said if an applicant already knows how to drive then the class is approximately \$2,500, but the fees will increase if they do not know how to

drive a truck. **Motion Mr. Ramsey, seconded by Mr. Nyegaard to table the discussion until a later date. Motion carried unanimously.**

A brief discussion was held concerning the Assistant Landfill Superintendent position. Mr. Ramsey questioned whether anyone had previously held this position. Mr. Davidson said he previously held this position. Mr. Davidson said Justin Echols has done a great job in the office. Mr. Ramsey said he has had some complaints about the way Mr. Echols delivers his message to people. Mr. Ramsey said he does not want this to be an issue later on and he just wanted to mention it. Mr. Ramsey further stated that he thinks Mr. Echols has done a great job so far. The Secretary/Treasurer stated that there should be a clear definition of what responsibilities the Superintendent and the Assistant Superintendent are responsible for. Mr. Echols stated that he is handling the DEQ paperwork and office work. The Secretary/Treasurer stated that a truck and cell phone go with the title. The truck is to be used for police jury business only. It should be driven to and from work. The truck cannot be used for personal use. **Motion Mr. Ramsey, seconded by Mr. Nyegaard to recommend to the full jury to promote Justin Echols to the Assistant Landfill Superintendent position effective October 10, 2022 with his hourly pay rate being increased to \$18.00. Motion carried unanimously.**

A lengthy discussion was held regarding a Road Superintendent/Public Works Director position. Mr. Pilgreen requested that this matter be tabled until further discussion can be had. Mr. Ramsey clarified that this position is for a Public Works Director and Mr. Durrett would be replacing Scottie Shreve. Mr. Nyegaard wanted to know when Mr. Rugg retires who will get his position. **Motion Mr. Pilgreen to table the discussion of the hiring of a Public Works Director, seconded by Mr. Ramsey. The motion failed when Mr. Ramsey and Mr. Nyegaard voted against it.**

Mr. Nyegaard stated that he was in favor of hiring Mr. Durrett as long as it would not affect Mr. Rugg's replacement next year. Mr. Nyegaard wanted to make sure that Mr. Rugg's position would be filled next year.

Mr. Ramsey stated that Mr. Durrett will be paid out of the Landfill because he will have a Class A Certificate. Mr. Ramsey stated that Mr. Durrett could obtain a Conditional Class A Operator License by using Mr. Shreve's certification as soon as he is hired according to Jon Fourrier. Mr. Ramsey further stated that as long as that is done within a year of Mr. Shreve's departure Mr. Durrett would be eligible to obtain that Conditional Class A Operator License. Mr. Ramsey further stated that this will justify his pay coming out of the Landfill.

Mr. Durrett previously obtained a copy of the Road Department budget and equipment list. In a letter to the Union Parish Police Jury, Mr. Durrett stated that he would be able to resume the chip sealing program in summer 2023 and patch potholes. He also stated that he could "reduce outside contract costs, utilize and cross train current labor force to complete road projects, coming in below the \$250K threshold - increasing to \$350K in 2023."

Mr. Pilgreen stated that there was a previous issue with Mr. Shreve. If Mr. Durrett is going to be paid out of the Landfill, then he will have to work onsite five – eight-hour days, which is what the Landfill works. The Secretary/Treasurer stated that the Union Parish Police Jury Policy is

very clear when it comes to a work schedule. The Secretary/Treasurer also stated that per policy a salary employee can only earn up to 40 hours of comp time a year. The Secretary/Treasurer further stated that annual leave and sick leave must be earned. An employee does not start off with an automatic set amount of vacation days.

Mr. Pilgreen said that a discussion of his salary needed to take place. Mr. Ramsey said that could take place at a later date, but this meeting was about hiring Mr. Durrett. Mr. Ramsey stated that Mr. Durrett would not be contacted until a salary amount could be established. Mr. Ramsey stated that Mr. Durrett is available now, but could wait until the first of the year.

Mr. Nolan asked if the official hiring would be voted on during the regular meeting. If so, then Mr. Nolan wanted to know how could you hire someone without a job description or salary expectation. Mr. Ramsey said that Mr. Durrett would only take the job if the salary was \$90,000.

Motion Mr. Ramsey, seconded by Mr. Nyegaard to recommend to the full jury to hire Tommy Durrett as Public Works Director with his salary, start date and job description to be determined at a later date. Motion carried unanimously.

Mr. Nyegaard wanted to know when Mr. Rugg retired would there be an opening for Road Superintendent. Mr. Ramsey answered “yes, if we want to fill it.” Mr. Ramsey stated that the jury has the discretion as to whether or not to hire anyone.

There being no more business to come before the committee, Mr. Pilgreen declared the meeting adjourned upon motion by Mr. Ramsey and duly seconded by Mr. Nyegaard on this the 4th day of October, 2022.

Nathan Pilgreen, Chairman
Paula Strickland, Secretary/Treasurer