

Special Meeting
Of the
Assumption Parish Police Jury

Monday, September 29, 2021
4:00 O'clock p.m.

1. The Special Meeting of the Assumption Parish Police Jury was called to order by Police Jury President Patrick Johnson in the Assumption Parish Police Jury Chamber located at 4813 Highway 1, Napoleonville, Louisiana.
2. Police Jurors recorded as present were: Mr. Ron Alcorn, Ward 1; Mr. Irving Comeaux, Ward 3; Mr. Patrick Johnson, Ward 4; Mr. Michael Dias, Ward 5; Mr. Leroy Blanchard, Ward 7; Mr. Jamie Ponville, Ward 8.
Police Jurors recorded as absent were: Mr. Jeff Naquin, Ward 2; Mr. Chris Carter, Ward 6; Mr. Myron Matherne, Ward 9.
3. President Patrick Johnson led the prayer and Police Juror Jamie Ponville led the Pledge of Allegiance to the Flag.
4. Police Juror Myron Matherne entered the meeting at this time.
5. President Patrick Johnson opened the meeting to the public to receive comments questions or concerns regarding matters on the agenda. Following three (3) calls, there were no comments received.
6. President Patrick Johnson recognized the Parish Manager, who briefly stated that this meeting is to discuss the restructuring of his department. He stated that there may be differences in opinions and he will accept any guidance the Jury may offer but hopes he'll make the final decision. In response, he stated that he has some people in mind to place on the restructure chart but he would like the Jury's opinion relative to the organizational chart. In response, the Police Jury President Patrick Johnson stated that there is a supervisor at the head of everything, he's not in agreement, and not to take funding from anyone but a lot of titles don't need to be.
7. Police Juror Chris Carter entered the meeting at this time.
8. The Parish Manager then requested to hire Robert Luquette, I&E Specialist. He stated that two (2) of the employees gave him a performance test and he did well. He then requested that he be hired at a grade 4 step 20. In response, the Secretary-Treasurer stated that a position is being created without a job description. Following a brief explanation, the Parish Manager stated that the General Maintenance Worker should be consider an I & E Specialist. Following a discussion Police Juror Ron Alcorn requested that the Parish Manager submit the plan that he would like to see to the Jury and state how the positions would help deliver. The Parish Manager stated that he would like to appoint supervisors that can delegate duties to a select crew and follow through to completion. He then stated that he has been delaying the Project Manager position because he wants someone that can handle quality control, projects, cost estimates, bridge inspections, etc. He spoke about the number of pumps in the parish and not enough staff to handle the maintenance. He also stated that he could hire at least 2 additional employees just to work that area. President Patrick Johnson stated that everything that is being suggested will bring forth significant changes in many areas whereas more accountability will be placed. A discussion was held regarding supervisors, delegating and crew foreman and the change of name and role as well as it being an opportunity to increase pay. A discussion was then held regarding how the flow chart should be set. Police Juror Leroy Blanchard presented the Jury with a flow chart and stated that he used the list of employees submitted to fill in the chart. He stated that the span of control is an important place to begin with because no manager should have more than 4-7 people to oversee. He then stated that the control of duties should be spread out more. Juror Blanchard continued to discuss the scope of services and placed it in a flow chart to analyze the need to be productive. He further stated that at the moment the R&B Department has a group of maintenance workers that are under a group of maintenance supervisors and there are others that are not aware who they report to. He spoke about filling out the chart in accordance with the management capability rather than the budget/salary. A discussion was then held regarding evaluation and consideration of a merit raise as opposed to an automatic 3%. Following that discussion, the Jury discussed the Assistant Parish Manager Position and the actual role. The Parish Manager stated that she does not assist him in the field, cost estimates, etc. but is more of a head administrator of the public works department which is a serious role. In response, the Secretary-Treasurer stated that the role is not being diminished but there are situations and documentations on the administrative side that she refuses to sign off on and it falls back on the Parish Manager which is a task that he shouldn't be consumed with. The Parish Manager stated that the department has evolved so much lately and her job just with submitting payroll is a huge task. A discussion was held regarding the role of an Assistant Parish Manager and revamping the present job description that clearly identifies an administrative position not a field position. They also agreed that all positions should be reviewed and discussed. In response, the Parish Manager stated that the Project Manager position would include safety and fleet management, quality control, cost estimates, inspections, etc. They spoke about the salary being the biggest downfall to getting good quality workers. Police Juror Irving Comeaux reiterated that salary is a big factor but stated that a raise is

given to all, good or bad performance. In response to required evaluations, the Secretary-Treasurer stated that they are no longer done because when recommendations were given by the supervisor to not give someone a raise, the Jury didn't agree and gave a raise so the supervisor found it pointless to perform evaluations. Police Juror Leroy Blanchard stated that the moral in the department is very low therefore, if rewarded for performance, it may pick up because everyone will strive to do better. Following the discussion, the OHSEP Director shared that he started as a custodian and moved through the system to his present position. He stated that the discussion is in the right direction but also suggested that the work force will have to be increased. A brief discussion was held regarding the switch to a merit raise in 2022. The Parish Manager stated that he would need more I & E employees due to the constant attention the pumps and sewer plants require weekly. He added that none of the districts are 100% self sufficient therefore, he is looking to have a crew for just pump maintenance.

9. Police Juror Ron Alcorn offered a motion, seconded by Jamie Ponville, "THAT, the Police Jury approve hiring Robert Luquette, Maintenance Worker, I & E Specialist, at a grade 4 step 20, \$16.09 per hr." The motion was unanimously adopted.
10. Police Juror Leroy Blanchard suggested that the Parish Manager be given a few weeks to put his plan together. He also stated that he should fill out the top tier and allow those individuals to assist in structuring underneath each tier. A discussion was then held regarding how the flow chart should be structured. The Jury also stated that the Assistant Parish Manager/Project Manager is one and the same and Special Assistant to the Parish Manager mirrors the description of Assistant Parish Manager. Therefore, the responsibilities can be redone.
11. The Parish Manager then stated that the jail maintenance position will become available in about 3 months. He requests permission to advertise for that position in the upcoming week. He stated that the position came as a Jail Maintenance Supervisor but he had no one to supervise. Police Juror Ron Alcorn stated that this position can fall under I & E Specialist. The OHSEP Director stated that at one time, the maintenance workers did repairs to the Jail but because of the constant problems with the A/C equipment it was realized that a person was needed at the facility daily. In response, the Parish Manager stated that he wants to advertise for someone who has electrical and A/C experience and can purchase freon etc. A discussion was then held regarding whether Animal Control can be coordinated with the jail maintenance or mosquito abatement position. They also stated that the current ordinances for animals are outdated and needs updating. The Parish Manager stated that they will be creating a web base system for work orders that will be accessible by office staff and Jurors. A discussion was then held regarding the suggestion of it being all inclusive to be used for FEMA requested information etc. The Parish Manager recognized the IT Specialist to give a brief update relative to the new work order web base system. He stated that the system went into production today but the office will begin use on tomorrow. He stated that it is web based and there is also an app that could be downloaded for submission of work orders. He also stated that when certain information is put in, it will calculate the project cost estimate as well as keep track until completion. He added that there will be a designated person to keep the system updated. Police Juror Leroy Blanchard stated that several roles have been added to the IT Specialist as well as another one from tonight therefore, who should he report to. In response, the IT Specialist stated that he mostly reports to the Secretary-Treasurer but he's assisting with the Parish Manager more and more as time passes. A brief discussion was held relative to the IT Specialist's immediate supervisor and who will log information into the work order base system. They then discussed the changing of job descriptions in accordance with the pay chart and authorized the Secretary-Treasurer and the Parish Manager to draft new descriptions. In response, the Secretary-Treasurer explained that based on how an individual is hired, their job title and job description determines the benefits. She also stated that with the restructure, the duties may simplify the completion of timesheets. Following a discussion regarding the restructuring, the committee agreed to authorize the Parish Manager to advertise for a Jail Maintenance position.
12. President Patrick Johnson recognized the OHSEP Director, who stated that this discussion is to figure out what will happen with advertising for his position. Will the advertisement be for 1, 2 or 3 people to fulfill his role and how will the duties be divided so that personnel can determine what to look for. The OHSEP Director explained his earned leave time and how he will be scheduling the usage. He added that the Administrative Assistant to the OHSEP Director is very knowledgeable and will be a great asset to whomever is hired. The Secretary-Treasurer stated that the IT Specialist had courses in Floodplain Management therefore, that can be a consideration. A discussion was then held regarding the separation of OHSEP and Permitting. The OHSEP Director stated that OHSEP and 911 works hand in hand and permitting, floodplain management and zoning work together. He then asked if this is how the Jury wants to separate the department and if so, each would need a staff. He explained how important the floodplain management position is and stated that the individual handling permits now would work with that person. He then stated that in his department he has someone that does all of the 911 addressing and because each of his employees multitask, she also assist with permitting. He further stated that the Administrative Assistant supervises both departments and is capable of handling all duties. In response, the OHSEP Director recommended that the Jury consider hiring 2 people, 1 Permit and 1 for OHSEP/911 with the understanding of moving the Permit Department out. He then explained that during an emergency you don't want everyone crossing each other therefore, separating the two departments would allow operations to run smoothly. In response to splitting the revenues between both departments, the Secretary-Treasurer stated that the salaries are 50/50 but the OHSEP Director and the Admin Assistant come

from OHSEP (which is funded by General Fund) and the Permit Officer comes from 911 which is the 911 Fund. Police Juror Leroy Blanchard stated his concern regarding hiring a person in the OHSEP Director position for the salary discussed. Following a brief discussion, the OHSEP Director stated that in using the rate of the wage and salary scale the entry for OHSEP would be a level 10, \$55,000. He then stated that this is not including the Floodplain Management side of the job which is not included in the wage and salary scale. It would have to be created. He added that this position can start at \$45,000. A discussion was then held regarding the replacement of the OHSEP Director.

13. Police Juror Chris Carter offered a motion, seconded by Mr. Irving Comeaux, "THAT, the Police Jury approve hiring for two (2) positions, OHSEP Director and Permit Officer." The motion was unanimously adopted.
14. A discussion was then held relative to scheduling vacation toward the end of the year and the causes.
15. In response to his duties, the IT Specialist stated that he has his IT Duties, Mosquito Abatement, Speed Bumps and whatever else he's called upon. President Patrick Johnson stated that he calls upon the IT Specialist to look into several things as it pertains to training, etc. that will benefit the entire staff.
16. The Secretary-Treasurer informed the Jury that she had not received any applicants for the Grants Coordinator's position. A brief discussion was held regarding South Central Planning monitoring the grants, or knowing someone that may be interested and contracting the position out. Police Juror Ron Alcorn suggested that the human resource department be combined with the Grants Coordinator position. In response, the Secretary-Treasurer stated that she has the human resources department covered and doesn't need assistance with that but she is managing with what's required on the administrative side for upcoming grants but the tracking information she is not aware.
17. Police Juror Myron Matherne offered a motion, seconded by Mr. Chris Carter, THAT, there being no further business to come before the Assumption Parish Police Jury, the meeting be adjourned." The motion was unanimously adopted.

Kim M. Torres
Secretary-Treasurer

Patrick Johnson
President