

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL, POLICIES & PROCEDURES COMMITTEE
HELD ON THE 8th DAY OF JUNE, 2023

The Caddo Parish Personnel, Policies, & Procedures Committee met in legal session on the above date, at 12:30 p.m., in the Government Plaza First Floor Conference Room, with Mr. Lazarus, presiding, and the following members in attendance, constituting a quorum: Commissioners Atkins, Burrell, Epperson, Gage-Watts, Jackson, Lazarus and Young (7). ABSENT: Commissioner Johnson (1).

The Chair extended the invocation and pledge of allegiance from an earlier Committee meeting.

NEW BUSINESS

- *Discuss and Make Recommendation Regarding Administrator Compensation*

Answering Mr. Atkins regarding how to discuss the agenda item, Mrs. Bryant explained that the Committee must discuss the salary of the new Administrator. Mr. Epperson discussed his experience from the transition of former Parish Administrator Mr. Hanna to the current Parish Administrator Dr. Wilson. Mr. Atkins inquired about the current salaries of the Parish Administrator and Assistant Parish Administrator. Answering Mr. Jackson about having the discussion in a confidential manner, which Attorney Frazier addressed. Mrs. Cheryl McGee, Human Resource Director, disclosed the salaries of the current Parish Administrator and the Assistant Parish Administrator.

It was **moved by Mr. Epperson**, seconded by Mrs. Gage-Watts, *that Parish Administrator Erica Bryant receives a 12% increase of their current salary with an 8% merit increase without any merit increase in 2024.*

Mrs. Bryant requested to step out of the meeting, which the Committee agreed.

It was **moved by Mr. Lazarus**, seconded by Mr. Atkins, *that Parish Administrator Erica Bryant receives a 5% increase of Mrs. Bryant's current salary.*

The Committee discussed Mrs. Bryant's skills and experience as the new Parish Administrator and compared the difference between Dr. Wilson's current salary and Mrs. Bryant's starting salary as Parish Administrator. Mrs. McGee explained that the Parish has a grading scale for salaries and requested that the Committee set a figure for the salary. Mrs. Hayley Barnett, Finance Director, indicated the next figure on the grade pay scale is \$260,624.

Mr. Epperson withdrew his motion.

Mr. Lazarus withdrew his motion.

It was **moved by Mrs. Gage-Watts**, seconded by Mr. Burrell, *that Parish Administrator Erica Bryant's salary be set to \$260,624.*

Mrs. McGee advised that the Parish Administrator does not receive a formal 6 month merit increase and that their merit increase occurs once per year. Mr. Atkins advised the Committee on the process to approve a merit increase for the Parish Administrator. The Committee discussed salary comparisons, ensuring the salary covers cost of living, and equal pay for equal work. The Committee clarified that there would be no restrictions for merit increases.

Motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Burrell, Epperson, Gage-Watts, Jackson, Lazarus and Young (7). NAYS: None (0). ABSENT: Commissioner Johnson (1). ABSTAIN: None (0).

The meeting adjourned at 2:54 p.m.

/s/ Linda J. Montgomery _____
Linda J. Montgomery
Administrative Specialist