

MINUTES OF THE MEETING OF THE
CADDO PARISH COMMISSION'S
PERSONNEL, POLICIES, & PROCEDURES COMMITTEE
HELD ON THE 3rd DAY OF MARCH, 2025

The Caddo Parish Personnel, Policies, and Procedures Committee met in legal session on the above date at 2:00 p.m. in the Government Plaza Chambers Conference Room, with the following members were present constituting a quorum: Commissioners Atkins, Burrell, Cothran, Gage-Watts, and J. Young (5). ABSENT: Commissioner Blake (1).

The Pledge of Allegiance and invocation has been done in previous committee meetings. There were no Agenda Additions nor Public Comments, so the Committee moved onto New Business.

NEW BUSINESS

- *Review and Discussion of By-Laws to be initiated and will continue in subsequent meetings*

Mr. Cothran mentioned that the Commissioners just received their binders. He reviewed the By-Laws and would like to make recommendations to amend them. He specifically spoke about the Personnel, Policies, and Procedures Committee. Mr. Cothran explained that normally there is matrix on how to measure the employees the Commissioners are directly responsible for, the Parish Administrator, Mrs. Erica Bryant, and the Commission Clerk, Mr. Jeff Everson.

Mrs. Bryant explained that the Personnel Policy is for the classified employees. She further stated that there are updates to the Personnel Policy, and those changes are brought before the Committee. Typically, they are language changes, she said.

Mr. Everson also explained that there is a Commission Clerk's Office internal policy, which was updated last October.

Mrs. Gage-Watts asked that Mrs. Cheryl McGee, Human Resources Director, conduct a job audit. Mrs. McGee wanted to know if that would include the classified employees and the Commission Clerk. Mrs. Gage-Watts said that it would.

Mr. Atkins asked for clarification on the job audit. Mrs. Gage-Watts explained that HR would go to each department and determine what the employee's roles and responsibilities are. Mrs. McGee further stated that it is also a requisition on the employee's level of authority, their duties, and how much time is spent on those duties. Mr. Atkins further wanted to know the value of such an audit. Mrs. McGee said that it is to ensure there is an understanding of the duties of the individual and to ensure that they are being classified correctly, as well as, being compensated correctly.

Mr. Burrell wanted to know if that applies to each department or each employee. Mrs. Bryant said the Commissioners have two employees, her and the Commission Clerk. Mrs. McGee reiterated that she would do an audit on the Commission Clerk and his staff.

Mr. Cothran mentioned that all of the employees work for Mrs. Bryant. He also explained that Mrs. Bryant, Mr. Everson, and Mrs. Nations all work for the Commissioners. Mr. Everson said that Mrs. Nations works for him, not the Commissioners.

Mrs. Bryant pointed out that Administration conducts periodic job audits to ensure the duties still align with the compensation of the employee. She said that sometimes they have to assign additional duties or break up duties as time goes on. Mrs. Bryant also mentioned that there are some duties that have been automated. I thought AI handled all of that, Mr. Burrell said. Mrs. Bryant said that AI is "chalk full of errors" and needs to be reviewed.

Mr. Atkins clarified that Mrs. Nations does not work for the Commissioners. He said that the Commissioners should go through Mr. Everson so he knows "what's on Michelle's plate." Mr. Cothran agreed.

Mr. Cothran said that there is a chain of command, and it should be utilized when requesting things of employees.

Mr. J. Young asked that Mrs. Bryant clarify her position on contacting Assistant Parish Administrator, Mr. Clay Walker. Mrs. Bryant said that they can contact Mr. Walker, and Mr. Walker communicates with her all of the requests, emails, etc. that is on his plate. Mrs. Bryant also said that Commissioners can contact directors for information.

Mr. J. Young said that the Commissioners have two employees, the Parish Administrator and the Commission Clerk. He also mentioned that when he contacts department heads, he makes sure to cc Mrs. Bryant so she is aware of the request.

Mr. Burrell said that sometimes the head person is busy, so the Commissioner goes to the next person in line. He explained that he might need the information right away. Mr. Cothran understood and said that Mrs. Bryant has no issues with the Commissioners contacting Mr. Walker. He explained that "they are one" because of the open communication.

Mr. Atkins pointed out that there is a difference between asking for information and assigning a duty. If we're assigning a duty, we need to let their boss know, he said.

Mrs. Gage-Watts respectfully disagreed. She explained that she will contact another staff member if she knows the "boss" is unavailable. Mrs. Gage-Watts also stated that "this is the reason we need to have this discussion about the way their responsibilities are executed". She also talked about the number of turnovers in the Commission Clerk's Office.

Mr. Atkins stated that Mrs. Nations may be overloaded with the number of requests she's given, so it is important to let Mr. Everson know so that he is aware of what is on her plate.

Mrs. Gage-Watts said that she worked with Mrs. Nations prior to Mr. Everson becoming the Commission Clerk. She explained that Mr. Hopkins was open to allowing her to move in different capacities and handle Commissioner requests. Mrs. Gage-Watts said that, in her experience, Mrs. Nations communicates with Mr. Everson. She reiterated that this is the reason this discussion is needed.

The Clerk asked if this conversation was precipitated by anything. He expressed his concern of the nature of the discussion. Mrs. Gage-Watts explained that everyone has a difference of opinions of the responsibilities of each person in this office.

Mr. Cothran said that chain of command is important to him. He would like the Commissioners to be on one accord.

Mr. Burrell said that Mr. Everson is ultimately the responsible person to complete his request. He feels that it is Mrs. Nations' responsibility to let Mr. Everson know what she is being tasked with. Mrs. Gage-Watts agreed.

At this time, Attorney Frazier introduced the newly hired Assistant Parish Attorney, Cytheria Jernigan, to the Committee.

Mr. Cothran said that the next meeting will address duties and responsibilities of the staff members.

The Clerk asked that the Committee members review the By-Laws, specifically the Travel Policy. The Committee members requested recommendations be sent prior to the next committee meeting.

- *Follow up discussion and possible recommendations related to the Charter Review Committee*

Mr. Burrell wanted to know what should be done with the Charter Review recommendations. Attorney Frazier said that an ordinance would need to be drafted and adopted by the Commission body prior to it being placed on the ballot. Mrs. Bryant said that the next election is in the fall. She suggested that these recommendations be placed on the Fall 2026 ballot.

There being no further business to come before the Committee, the meeting was adjourned at 3:05 p.m.



Michelle Nations
Assistant to the Commission Clerk