

CITY OF SHREVEPORT HUMAN RESOURCES BOARD MEETING MINUTES

The scheduled meeting of the Human Resources Board was called to order by Chairman Alvin Moore on February 12, 2025, at 1:35 pm in The Human Resources Conference Room on the fifth floor of Government Plaza. The attendance was as follows:

Members Present:

Mr. Alvin Moore
Ms. Lindyell McIntyer-Williams
Ms. Susan Evans
Mr. Willie Henderson
Ms. Coretta Kimble

Staff Present:

Mrs. Sherron P. Williams, Director of Human Resources
Ms. Ashley Calhoun, Assistant to Director of HR
Ms. Jacqueline Morales, HR Operations Coordinator
Ms. Canisha Tisby, Senior HR Analyst
Ms. Sabrina Smith, HR Analyst II
Ms. Jakia Veal, HR Analyst II
Ms. Dominique Hamilton-McHenry, HR Advanced Tech

Others Present:

Mr. Alex Washington, Board Attorney
Mr. Edward Jones, Assistant City Attorney
Mr. Jarvis Morgan, Assistant Director PW
Mr. Ryan Robinson, Assistant Superintendent PW
Mr. Brandon Snead, Deputy Director, W&S
Ms. Nikia Washington, Revenue Operations Manager PW
Ms. Cha'Teirnee Carter
Mr. Robert Alexander

There was a quorum present.

Approval of Minutes

Mrs. Susan Evans made the motion to approve the minutes from October 29, 2024. Mrs. Lindyell McIntyer-Williams seconded the motion. The motion was approved unanimously.

Public Comments

No public comments were made.

New Business

A. Public Works

a. Request to Revise Class Specification – Light Equipment Operator

Mr. Jarvis Morgan explained that the request aims to include a 'Class A' Commercial Driver's License in the list of accepted licenses, thereby widening the applicant pool. Mr. Henderson inquired whether the position is currently filled, and Mrs. Evans asked which specific licenses are required. In response, Mr. Ryan Robinson mentioned that there have been candidates with a 'Class A' driver's license, the highest class of licenses. However, since the class specifications only permit 'Class B & D', they have been unable to hire these applicants. Mr. Henderson made the motion to approve the request to Revise Class Specifications for the Light Equipment Operator. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

B. Human Resources

a. Request for Restoration of Accrued Time – Tavarres Clark

Mrs. Sherron Williams explained that Human Resources has been collaborating with Mr. Clark for a while to rectify an administrative error that caused him to accrue incorrect amounts of annual and sick leave. Mrs. Williams stated that the system had his hire date incorrect by five years, leading to this discrepancy and that the error emerged when he took a leave of absence. Mrs. Williams stated that this request is to have Mr. Clark be approved for the restoration of 106.02 hours of both annual and sick leave. Additionally, Mrs. Williams confirmed that his hire date and other relevant details have been updated in the system. Mrs. Coretta Kimble made the motion to approve the request for the Restoration of Accrued Time for Mr. Tavarres Clark. Mrs. McIntyre-Williams seconded the motion. The motion was approved unanimously.

b. Annual Report

Mrs. Williams explained that the annual report is initially presented to the HR board and subsequently sent to the city council. This report highlights the accomplishments and board activities throughout the previous year, encompassing job audits, employee numbers, yearly business activities, PAFs, promotions, Pre-Disciplinary Conferences, and more. Mr. Henderson and Mr. Moore expressed their gratitude to the team for their diligent efforts on this report. Mrs. Evans made the motion to approve the Annual Report. Mr. Henderson seconded the motion. The motion was approved unanimously.

C. Termination Appeals

a. Cha'Teirnee Carter

Mr. Moore inquired whether Mrs. Carter preferred the appeal to be open or closed to the public. Mrs. Carter expressed her preference for a closed hearing. Mrs. Carter stated that her objective is to regain her position and to have a fair opportunity to be heard. Mrs. Carter expressed that she felt Human Resources did not assist her with numerous concerns, such as being blamed for profanity, experiencing harassment, and feeling isolated from her team, and that her write-ups had nothing to do with her job performance. Mrs. McIntyer-Williams inquired about her attendance, and why Mrs. Carter never mentioned any of this during her evaluations, to which Mrs. Carter explained that she was unclear about the attendance policy until after she had already received four warnings and that no one explained this to her during her evaluations. Mr. Brandon Snead stated that the department requests the termination be upheld and highlighted that the department has made extensive efforts to support Mrs. Carter's job performance, including performance documentation, improvement plans, Pre-Disciplinary Conferences, and providing counseling, which also included a change of supervisor to accommodate the employee. Mrs. McIntyer-

Williams inquired about the actions taken by HR after the employee raised these issues. Mrs. Williams responded that HR adhered to all guidelines, including asking the employee if she wished to file a formal complaint, which the employee declined. Additionally, Mrs. Williams mentioned that all HR Analysts are trained and equipped to proceed with a complaint investigation once the employee consents to processing the complaint and all complaints are thoroughly followed up on and investigated. Mrs. Carter mentioned that she felt pressured not to file a complaint, as she was advised that there were alternative ways to resolve the matter. Mrs. Evans made the motion to uphold Mrs. Carter's termination. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

b. Robert Alexander

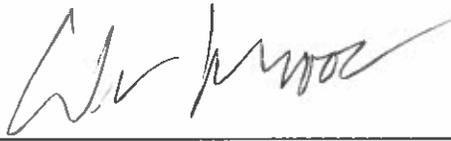
Mr. Moore inquired whether Mr. Alexander preferred the appeal to be open or closed to the public. Mr. Alexander expressed his preference for an open hearing. Mr. Morgan stated that the purpose of this request is to uphold Mr. Alexander's termination due to an altercation with his supervisor following disciplinary action for failing to complete his job duties. Mr. Morgan stated that during the pre-disciplinary conference, Mr. Alexander was found to be the aggressor, as confirmed by several witness statements. Mr. Alexander takes full responsibility for his lack of communication, however, he also felt that the supervisor's manner of communication was unprofessional. Mr. Morgan stated that Mr. Alexander's termination was solely due to the altercation that occurred following the disciplinary action. Mr. Henderson and Mrs. McIntyre-Williams questioned Mr. Alexander about the altercation, including the events that occurred and the individuals involved. Mr. Alexander explained that prior to the physical altercation, his supervisor informed him of a write-up scheduled for the following morning. Mr. Alexander said that on the day of the incident, the supervisor presented Mr. Alexander with the write-up, leading to an exchange of words. Mr. Alexander walked out, to which the supervisor responded, 'You can go home if you're going to have an attitude.' This prompted Mr. Alexander to return, at which point the supervisor allegedly pointed his finger in Mr. Alexander's face. Mr. Alexander admitted to pushing the supervisor in an attempt to create distance, which escalated into an altercation. Mr. Morgan stated that witness testimonies identified Mr. Alexander as the aggressor, though he clarified that the supervisor was also subjected to disciplinary action. Mrs. Kimble then questioned Mr. Morgan as to why both parties did not receive equal disciplinary measures. Mr. Morgan stated that the difference in disciplinary action was due to Mr. Alexander being the aggressor in the altercation. Mrs. Kimble responded by expressing that this was hearsay. Mr. Henderson then asked Mrs. Williams to clarify the policy on such matters. Mrs. Williams stated that company policy enforces zero tolerance for violence and noted that HR recommended termination for both the employee and the supervisor. Mrs. Williams highlighted that as the supervisor, who had undergone relevant training, did not attempt to de-escalate the conflict, HR advised terminating both parties. However, the department ultimately chose to terminate only the employee, raising concerns about the precedent it might set for other employees. Mr. Alex Washington explained the zero-tolerance policy and its implications. A brief recess was taken. Mrs. Canisha Tisby stated that during the pre-disciplinary conferences, Mr. Sims mentioned that Mr. Alexander never physically touched him. Mr. Henderson inquired whether Mr. Washington believed the policy had been adhered to. In response, Mr. Washington stated that he believed all parties involved faced disciplinary action, including, in Mr. Alexander's case, termination. Mrs. Kimble remarked that this was more than just an altercation—it had been escalating due to the supervisor's comments and alleged bullying of the employee. Mr. Morgan clarified that all witnesses identified Mr. Alexander as the aggressor but emphasized his respect for the board's decision and committed to prioritizing the reinforcement of the department's violence policy moving forward. Mrs. Kimble made the motion to overrule Mr. Alexander's termination, restoring him to his original position, subject to the same disciplinary measures as the supervisor involved, with retroactive pay for the duration of his absence. Additionally, it was recommended that Public Works transfer him to another division. Any future assaults will lead to automatic termination, as the Human Resources Board

was unable to establish that he initiated any acts of violence or assault, particularly given the absence of witnesses. Ms. McIntyre Williams seconded the motion. The motion was approved unanimously.

D. Human Resources Departmental Comments

Mrs. Williams stated that the HUB International Group is working hard on the compensation study and that updates will be provided to the board. Mr. Moore thanked the Human Resources Department.

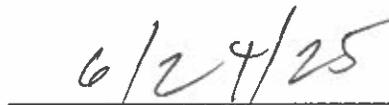
The meeting was adjourned at 3:23 P.M.



Chairman



Secretary



Date