

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 June 24, 2025, at 1:40 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. Coretta Kimble
Mr. Willie Henderson

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 II
Ms. Brandi Gray, HR Analyst II
Ms. Marvlous Morris, HR Analyst II

Members Absent:

Ms. Susan Evans

Others Present:

Mr. Greg McGhee, Board Attorney
Mr. Edward Jones, Assistant City Attorney
Ms. Renee Lester, Purchasing Agent
Ms. Arlene Adger, Deputy Director of Finance
Ms. Shocker Creal, Chief Technology Officer
Ms. Dominique Washington, Digital Media Manager
Ms. Jamila Masiki, Solutions Manager
Mr. Dj Smith, IT Infrastructure Manager

There was a quorum present.

Approval of Minutes

Mr. Willie Henderson made the motion to approve the minutes from February 12, 2025. Mrs. Coretta Kimble seconded the motion. The motion was approved unanimously. Mrs. Kimble made the motion to approve the minutes of May 24, 2022. Mrs. Lindyell McIntyer-Williams seconded the motion. The motion was approved unanimously.

Public Comments

Ms. Dominique Washington requested that all IT-related agenda items be tabled pending the outcome of the investigation involving Ms. Shocker Creal. Since early 2024, unresolved grievances—including allegations of a hostile work environment, micromanagement, and unclear emergency protocols—have raised concerns about procedural integrity and morale. Ms. Washington noted that repeated non-emergency after-hours communication, a lack of clarity on the on-call policy, and the absence of prior adoption of an available emergency plan have contributed to employee frustration. She emphasized that

these issues reflect broader misuse of authority and urged the Board to postpone decisions until the investigation concludes.

Ms. Jamila Masiki asked whether procedures for notifying staff about departmental changes have been updated, noting IT's lack of awareness regarding agenda items. Mrs. Sherron Williams explained that agendas are posted publicly in accordance with meeting laws and that departments are responsible for informing their own staff. She added that questions raised during public comments are not addressed in the meeting but can be answered during scheduled follow-up visits with HR.

A former Water & Sewerage employee raised off-agenda concerns, and Mrs. Williams responded that appeal rights are under review, with follow-up pending the Board Attorneys' findings.

Mr. DJ Smith expressed concern over the lack of communication regarding updates to infrastructure class specifications and the on-call policy. He noted that, despite the departmental nature of these changes, no details were shared with staff. Mr. Smith stated he was reprimanded for seeking input and informed that, as Chief Technology Officer, Ms. Creal has discretion over such decisions. However, he emphasized that no formal documentation, communication, or timeline has been provided. Mr. Smith also questioned why the on-call policy—set to take effect June 1—was enacted without prior HR Board approval or departmental notice.

A brief recess was observed to confirm that quorum requirements were met.

New Business

A. Office of the City Attorney

a. Request for Certification Pay for Safety Specialists

Mrs. Williams explained that the purpose of the request was to approve certification pay for ADA Coordinators. Mrs. Williams noted that some employees within the Office of the City Attorney have successfully completed their ADA Certification, and that the department is requesting certification pay consistent with the established average rate of 8% and respectfully asks that the adjustment be awarded. Mr. Greg McGhee inquired whether the request included a change to the job description. Mrs. Williams clarified that the job description change is no longer part of the current request and may be removed from consideration. Mrs. McIntyer-Williams asked whether the proposed adjustment was similar to the progressive raise structure used within the Water & Sewerage Department. Mrs. Williams responded that the ADA Coordinator positions currently do not have a progressive compensation path, and therefore, the request applies solely to these roles as outlined. Mr. Henderson made the motion to approve the Request for Certification Pay for Safety Specialists. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

B. Finance

a. Request to Reclassify Position for Supply Clerk to Purchasing Specialist

Mrs. Arlene Adger and Mrs. Renee Lester explained that the request aims to reclassify the existing Supply Clerk role due to the closure of the mail room and the discontinuation of large bulk ordering across departments. As the original duties of the position are no longer applicable, the proposed reclassification to the Purchasing Specialist would allow the employee to assist with various responsibilities within the purchasing department. Mrs. Lester explained that these include ordering supplies, drafting correspondence, and becoming familiar with buyer-level functions, thereby establishing a potential

promotional pathway. Mrs. Adger emphasized that the intent is to enhance the position with essential duties to support its full-time status, without requiring any budget adjustments. In response to a question from Mr. Henderson about whether the Supply Clerk position is being eliminated and the employee transitioned into a new role, Mrs. Adger clarified that the position is not being eliminated. Instead, the change reflects a natural evolution of responsibilities resulting from departmental shifts. While some original duties will be removed, existing functions will be retained and supplemented with new tasks to maintain full-time employment. Ms. Coretta Kimble made the motion to approve the Request to Reclassify Position for Supply Clerk to Purchasing Specialist. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

C. Information Technology

a. Request for Certification Pay for Network and Systems Administrators

Ms. Shocker Creal stated that the purpose of this request is to authorize certification pay for the Network and Systems Administrators. Ms. Creal noted that the current Clerk classification specifications do not outline specific certifications required for the role. Ms. Creal explained that the request was prompted by an employee who independently obtained a CISTO certification relevant to their position. This proactive effort inspired her to recommend certification pay as a means to recognize and reward employees who voluntarily pursue professional development aligned with their responsibilities. Rather than establishing certification as a formal requirement, Ms. Creal emphasized that offering incentive pay is a more effective strategy to motivate continued training and growth among staff who take the initiative to earn additional credentials.

Ms. Masiki inquired whether employees could readdress public comments, noting that Mr. Henderson had not been present during the initial remarks. Mr. Moore responded by reopening the floor for public comment prior to proceeding with the agenda, allowing any additional remarks to be shared. Mr. McGhee clarified that while the Board has the discretion to revisit public comments, employees are not permitted to raise comments during the formal course of the meeting. He emphasized that public comment is limited to designated portions of the agenda. Mr. Henderson confirmed that he was prepared to proceed with the meeting as scheduled. Mr. McGhee further stated that once the Board reaches a decision, employees are expected to comply accordingly, and if there are any questions, the employee should reach out to the Human Resources department after the meeting.

Ms. Creal stated that her objective is to assess relevant certifications across all divisions under her oversight and apply a consistent approach moving forward. She noted that while the broader evaluation is part of a larger strategy, this specific request was prompted by an employee within the division who independently pursued certification aligned with their role. Mr. McGhee provided a brief explanation regarding the nature of public comments. He stated that the Board had decided to proceed with the scheduled agenda and noted that the matters raised were being addressed through a separate process and were not part of the current agenda. Accordingly, the Board will continue with the agenda items as planned and proceed with voting. Ms. Kimble made the motion to approve the Request for Certification Pay for Network and Systems Administrators. Mrs. McIntyre-Williams seconded the motion. The motion was approved unanimously.

b. Departmental Changes

1. ADA Compliance

Ms. Creal stated that during her review of class specifications, she identified that ADA compliance language was missing from several documents. To ensure consistency across all specifications, she recommended its inclusion. Ms. Creal clarified that no revisions were made to the content of the verbiage—it was incorporated verbatim through a copy-and-paste update for uniformity. Ms. Kimble made the motion to approve the ADA Compliance request. Mrs. McIntyre-Williams seconded the motion. The motion was approved unanimously.

2. On-Call Requirement

Ms. Creal stated that a memo had previously been issued to IT department employees clarifying that the IT department is designated as essential. The memo also noted that staff may be required to participate in an on-call rotation. Employees subsequently pointed out that this requirement was not reflected in the current class specifications. In response, Ms. Creal confirmed that updates will be made to ensure the on-call requirement is formally included. Ms. Creal emphasized that this action is part of a due diligence effort to align documentation with operational expectations. Mr. Smith expressed concern that the on-call policy had been implemented effective June 1 without prior approval from the Board. Mr. Greg McGhee reiterated that the Board meeting is not a forum for employees to challenge or interfere with the Board's decision-making process. He then asked Ms. Creal to clarify when the memo was initially distributed and to summarize its contents. Ms. Creal responded that the memo was first presented to the IT management team in February 2025. The communication outlined that, as designated in the City of Shreveport's Rules and Regulations, the IT department is classified as essential. Accordingly, the memo emphasized the department's obligation to respond to emergencies and stated that employees would be required to participate in an on-call or standby rotation. The memo included excerpts from the City's Rules and Regulations along with a roster for reference, providing additional context for operational expectations.

Mr. McGhee asked whether there had been additional meetings where the on-call policy was communicated to staff. Ms. Creal confirmed that the topic had been addressed through multiple communications, including a formal memo and departmental hands-on meetings. During these sessions, the memo was distributed, and employees were encouraged to ask questions. Legal and HR representatives, including Edward Jones and Canisha Tisby, were present to assist with inquiries. Ms. Kimble asked if the department had previously operated under an on-call arrangement. Ms. Creal responded that since her tenure with the City, the on-call policy has not been enforced; however, historically, the Infrastructure Division had implemented an on-call schedule.

Mrs. McIntyre-Williams asked the employees who spoke during public comments to elaborate on the emergency plan referenced. Ms. Washington responded that the plan outlines what qualifies as an emergency and the appropriate responses. She noted that the plan was located and provided to the IT Director and argued that such a structure eliminates the need for an on-call requirement. Mr. McGhee acknowledged that while the concept of an emergency plan is reasonable, it does not align with current City Rules and Regulations. He explained that the City retains the authority to assign on-call responsibilities to exempt employees, and the department director has specified those expectations. Therefore, the Board must uphold existing policies and regulations rather than adopt alternate approaches.

Ms. Creal explained that the Infrastructure Division currently operates under an on-call schedule, which was implemented due to the occasional and unpredictable nature of network outages, some of which occur outside standard business hours, including weekends. In contrast, the IT Division does not have an established on-call structure. In the absence of a formal protocol, Ms. Creal stated that she typically works through the chain of command, reaching out to managers first and then other staff members when urgent issues arise. However, she noted that there is no existing requirement compelling employees to be responsive during off-hours. To address this problem, Ms. Creal proposed the introduction of a standby rotation for the IT Division, acknowledging that such a structure must remain consistent with the work hour provisions outlined in the City's Rules and Regulations, explaining that you can't earn comp while actively earning regular hours. Ms. Kimble made the motion to approve the On-Call Requirement Request. Mr. Henderson seconded the motion. The motion was approved unanimously.

3. CJIS Certification

Ms. Creal stated that the CJIS Certification had been inactive since the start of her tenure. She noted that all employees who come into contact with Criminal Justice Information are required to obtain this certification. Ms. Creal cited a recent instance in which an employee was hired and informed of the CJIS certification requirement. Following this, HR advised that if specific certifications and background requirements are expected for certain roles, the corresponding class specifications must be updated to clearly reflect those requirements. Mr. McGhee questioned why the phrase "(no felonies)" was included only in the Budget and Systems Analyst classification, but not in other positions requiring CJIS certification. Ms. Creal responded that its inclusion was a typographical error, and Mr. McGhee requested that corrections be made to ensure all positions requiring CJIS certification are consistently documented. Mr. McGhee also asked whether the current employees in these roles will need to undergo background checks. Ms. Creal confirmed that all employees holding these certifications have already successfully completed the required background screening. Mrs. McIntyre-Williams made the motion to approve the request for CJIS Certification. Mr. Henderson seconded the motion. The motion was approved unanimously.

4. Infrastructure Class Specification Updates

Ms. Creal reported that revisions were made to the Infrastructure Class Specifications, focusing primarily on language updates rather than changes to job responsibilities. She noted that the original specification referenced oversight by a Land Manager, a position that no longer exists. Accordingly, the phrasing was updated to reflect supervision by the current Infrastructure Manager. Additional edits were made to better align the role with existing leadership expectations, including references to technical proficiency, problem-solving abilities, motivation, and goal achievement. Ms. Creal explained that these adjustments are consistent with the duties already associated with the Infrastructure Manager position. Mrs. McIntyre-Williams made the motion to approve the Infrastructure Class Specification Updates. Mr. Henderson seconded the motion. The motion was approved unanimously.

5. Salary Updates

Ms. Creal stated that the original starting salary for the Senior Telecom Engineer position was classified as Grade 15, Step 0. The current proposal seeks to update the entry-level grade to 16/0, reflecting a change in the step placement within the class specification. Mr. McGhee noted that the request, as presented, does not align with the supporting documentation. Mrs. Williams clarified that her initial understanding was that the adjustment aimed to align the entry-level salary with that of the current

employee. However, she explained that the incumbent's current compensation reflects subsequent increases and does not represent their original entry-level rate, making it an inaccurate baseline for new hires. Due to the monetary implications of the proposed adjustment, Mrs. Williams recommended tabling the request for further review. Mrs. McIntyer-Williams made the motion to table the request for Salary Update to the Senior Telecom Engineer position. Mr. Henderson seconded the motion. The request was tabled.

Ms. Creal requested a salary adjustment for the Support Specialist Manager position in light of the merger between the Support Specialist and Helpdesk divisions. The consolidated division will be overseen by the Support Specialist Manager and will include additional responsibilities and personnel. Ms. Creal stated that the proposed adjustment reflects a change from Step 16/16 to Grade 21/0, from \$73,232.70 to \$78,477.60. Ms. Creal confirmed that funding is available to support this change, and the request has received approval from the Chief Administrative Officer. Mrs. McIntyer-Williams made the motion to approve the Salary Update for the Support Specialist Manager. Mr. Henderson seconded the motion. The motion was approved unanimously.

D. Human Resources Department

a. Proposed Extended Medical Leave of Absence Policy

b. Proposed Policy Updates for Annual Leave and FMLA

Mrs. Williams explained that consultants Bethany and Suzanne from HUB have been collaborating with the City for over a year, previously working with the former Assistant Director. Recent situations have highlighted a growing concern: employees who have exhausted their 12-week FMLA entitlement are often still under their physician's care and unable to resume their duties. These individuals are no longer covered by FMLA, yet require additional time before returning to work. Mrs. Williams stated that to address this gap, the City has partnered with HUB and Legal to develop a new policy that provides clarity and structure for both employees and departments. The aim is to ensure that employees and their families understand what steps to take and what to expect regarding job security, while also helping departments plan for coverage during extended absences. To be eligible for the new benefit, employees must be full-time employees and qualify for FMLA. Mrs. Williams explained that if additional time away is needed following the conclusion of their FMLA leave, employees may utilize this new benefit. The extended leave is unpaid; however, employees may apply available accrued time to receive compensation during this period. Mrs. Williams clarified that this benefit differs from FMLA in that it does not cover care for family members—only the medical needs of the City of Shreveport employees themselves. The benefit allows for an additional nine months of leave, providing up to 12 months of total time away (including FMLA). This is a newly implemented policy intended to provide clearer guidance and support for both the City and its workforce in navigating long-term medical absences.

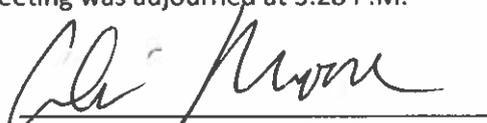
Mrs. Williams stated that the second request for edits to the Annual Leave and usage policy was part of a routine language cleanup. Changes included updating familial references—such as replacing "mom or dad" with "parent" and "brother and sister" with "sibling"—to ensure broader inclusivity. Additionally, modern gender-neutral pronouns were incorporated to reflect current standards in professional and inclusive communication. Mrs. Williams explained that updates were made to the FMLA policy to incorporate language addressing voluntary benefits and accruals. She emphasized that these practices are not new but reflect longstanding procedures already in place. The revisions formalize existing operations by documenting them clearly within the policy. Mr. Henderson made the motion to approve the Proposed Extended Medical Leave of Absence Policy. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously. Mrs. McIntyer-Williams made the motion to approve the Proposed Policy Updates

for Annual Leave and FMLA. Mr. Henderson seconded the motion. The motion was approved unanimously.

E. Human Resources Departmental Comments

No comments were made on behalf of the Human Resources department. Mr. McGhee proposed adding a future agenda item to develop a formal policy for certification pay within the City's Personnel Rules and Regulations. He noted the absence of a standardized approach despite multiple recent requests and an informal practice of awarding 8% increases. Mr. McGhee emphasized the need for consistency, stating that certification value should reflect its complexity and relevance to the role. Mr. Henderson expressed concern about ensuring thorough communication with staff prior to Board review and encouraged continued adherence to procedural standards. Mr. McGhee responded that, based on his review, proper communication and procedures had been followed. He reaffirmed the Board's role in making informed decisions, acknowledging that differing opinions may occur but should not interfere with objective outcomes.

The meeting was adjourned at 3:28 P.M.



Chairman



Secretary

8/26/2025
Date