

# 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 August 26, 2025, at 1:34 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  
Ms. Susan Evans

**Staff Present:**

Mrs. Sherron P. Williams, Director of Human Resources  
Ms. Jacqueline Morales, HR Operations Coordinator  
Ms. Canisha Tisby, Senior HR Analyst II  
Ms. Brandi Gray, HR Analyst II  
Ms. Marvulous Morris, HR Analyst II

**Members Absent:**

Mr. Willie Henderson

**Others Present:**

Mr. Alex Washington, Board Attorney  
Mr. Edward Jones, Assistant City Attorney  
Mr. Kedrick Chism, Superintendent, Field Operations  
Mr. Clifford Walker, Superintendent Plant Manager  
Ms. Arlene Adger, Deputy Director of Finance  
Ms. LaShawna Hawkins, Revenue Administrator  
Mr. Wayne Smith, Chief of Police  
Ms. Stacy Kuba, Airport Deputy Director  
Ms. Shocker Creal, Chief Technology Officer  
Mr. DJ Smith, IT Infrastructure Manager

There was a quorum present.

**Approval of Minutes**

Mrs. Lindyell McIntyer-Williams made a motion to approve the minutes from June 24, 2025. Ms. Coretta Kimble seconded the motion. The motion was approved unanimously.

**Public Comments**

No public comments.

## **New Business**

### **A. Water & Sewerage, Field Operations**

#### ***a. Request to Reinstate Annual Leave Time – Rosie Anderson***

Mr. Kedrick Chism explained that the request was submitted on behalf of Mrs. Rosie Anderson, who was unable to take her scheduled vacation leave due to a sudden illness that left her incapacitated for several months. Mr. Chism noted that Mrs. Anderson typically manages her leave responsibly and stays current with usage, but in this case, circumstances beyond her control prevented her from doing so. Mr. Alex Washington referenced the rules and regulations policy, which states that if scheduled annual leave is prevented by illness or injury, the leave must have been documented in writing prior to the illness and must have been unable to be rescheduled. He asked when the illness occurred in relation to her leave expiration date. Mrs. Sherron Williams stated that according to the documentation, Mrs. Anderson was on sick leave from December 23, 2024, through March 20, 2025, and her anniversary date—March 17, 2025—was the deadline for using her accrued leave, meaning she missed the window by approximately three months. Mr. Clifford Walker added that Mrs. Anderson would have used her leave in a timely manner under normal circumstances, but due to her hospitalization, she was unable to do so and is now requesting reinstatement of the lost time. Mr. Washington reiterated that the policy requires written documentation of scheduled leave prior to the illness and asked whether there was any written indication that Mrs. Anderson had planned to use her leave during that period. Mr. Chism stated that while there was no formal written request, Mrs. Anderson had a consistent pattern of utilizing her leave annually, in line with standard employee protocol. Mr. Washington recommended that providing documentation of her leave usage over the past three years could help demonstrate her intent and support the request. Mr. Washington emphasized the importance of adhering to policy to prevent future precedent-setting requests without proper documentation. Mr. Chism confirmed that such records could be gathered and presented for further consideration by the board. Ms. Susan Evans made the motion to table the request to Reinstate Annual Leave Time pending receipt of all supporting documents necessary. Ms. Kimble seconded the motion. The motion was approved unanimously.

### **B. Finance**

#### ***a. Request to Reclassify the Revenue Operations Manager Position to the Cashier Specialist Position***

#### ***b. Request to Update Revenue Auditor II***

Ms. Arlene Adger explained that the request stems from the current vacancy in the Revenue Operations Manager role. The intention is to refill the position with updated responsibilities, removing the managerial component, as the previous incumbent did not oversee staff. The goal is to align the title and duties with the actual scope of work. In response, Mr. Washington asked whether the Revenue Operations Manager role was being eliminated and replaced with a new Cashier Specialist position. Mrs. Williams clarified that the process is called reclassification rather than the creation of a new role. Ms. Kimble made the motion to approve the request to reclassify the Revenue Operations Manager position to the Cashier Specialist position. Ms. Evans seconded the motion. The motion was approved unanimously.

Ms. Adger noted that the class specifications for the Revenue Auditor II position are outdated. As a result, the Finance team is reviewing all Revenue-related classifications to ensure they reflect current responsibilities, stating that obsolete duties will be removed, and the specifications will be updated to emphasize the tasks employees are already performing. Ms. Adger stated there are currently three positions filled under this classification. Mrs. Williams inquired whether the affected employees have

received notice regarding the changes. Ms. Adger and Ms. Hawkins responded that these updates have been under discussion for several months, and the employees are already carrying out the revised duties. Ms. Evans made the motion to approve the request to update the Revenue Auditor II Class Specifications. Ms. McIntyre-Williams seconded the motion. The motion was approved unanimously.

**C. Shreveport Police Department**

- a. Request to Create an Executive Assistant to the Deputy Chief Position**
- b. Request to Create Police Video Evidence Technician**
- c. Request to Create Police Video Evidence Technician Supervisor**

Chief Wayne Smith explained that the request to establish a new position originated from the Deputy Chief's need for clerical support. An individual was transferred into the bureau to assist with those tasks; however, once in the role, it became clear that the responsibilities were substantially more complex and demanding than those of their previous position. Chief Smith explained that the scope of work closely resembled that of the Executive Assistant to the Chief of Police—a role that functions as a confidential secretary and requires a high level of skill, discretion, and professionalism. This includes drafting formal correspondence, conducting research, managing sensitive information, and maintaining strict confidentiality. Chief Smith explained that the position also demands flexible hours, as well as involves accompanying the Deputy Chief to community meetings. Given the specialized nature and dedication required, Chief Smith proposed changing the position to a higher grade level than originally assigned. Mr. Moore inquired whether the creation of this position had been accounted for in the budget. Chief Smith confirmed that it was, noting that ideally, the position should have been formally created prior to the appointment; however, it was more practical at the time to place someone already within the system at their existing grade level, and following a comprehensive evaluation of the actual duties performed, the department is now seeking to align the position appropriately. Mr. Washington inquired whether administrative approval had been obtained. Mrs. Williams clarified that, as this is a newly created position, formal sign-off is not required; however, the Chief Administrative Officer (CAO) has been informed and is aware of the development. Ms. Kimble made the motion to approve the request to create an Executive Assistant to the Deputy Chief position. Ms. McIntyre-Williams seconded the motion. The motion was approved unanimously.

Chief Smith explained that the request stems from the increasing technical demands placed on the police department. Unlike other city departments, the police are frequently required to produce video evidence, which has become far more complex than simply copying reports. Chief Smith stated that out of the 439 officers, around 350 wear body cameras, and every marked patrol car is equipped with video systems that activate under specific conditions—resulting in a massive volume of footage. Chief Smith explained that fulfilling public records requests now requires staff with advanced technical skills to identify relevant officers, sift through hours of footage, retrieve it from cloud storage, and prepare it for court. The department currently has 4–5 full-time staff handling this, with additional help from the Caddo Parish Sheriff's Office, yet it remains nearly a year behind due to the workload. The core issue, he emphasized, is compensation. The current salary levels are not competitive enough to hire and retain qualified staff. Mr. Moore asked whether funding was available in the budget to support the proposed salary increase. Chief Smith confirmed that it was. Ms. Evans made the motion to approve the request to create the Police Video Evidence Technician and the Police Video Evidence Technician Supervisor. Ms. McIntyre-Williams seconded the motion. The motions were approved unanimously.

**D. Airport**

- a. Request for Entry Level Adjustment for Airport Communications Center Supervisor**
- b. Request to Create the Airport Building Maintenance Lead Technician**
- c. Request to Create the Airport Field Maintenance Lead Technician**

Ms. Stacy Kuba explained that the request was based on the scope and complexity of the Airport Communications Center Supervisor's role, which is not adequately reflected in the current salary. The position requires in-depth knowledge of high-level security systems, the ability to restore operations during outages, and oversight of a team responsible for monitoring surveillance systems. Due to the expanded duties and critical nature of the role, Ms. Kuba proposed adjusting the entry level from Grade 13, Step 0, to Grade 15, Step 0. Mr. Moore noted that the CAO has approved the adjustment. Ms. Evans inquired about the nature of the supervised staff and whether they were similar to ticketing agents. Ms. Kuba clarified that the supervisor oversees personnel responsible for monitoring security camera feeds and system operations—not ticketing—and confirmed the supervisor manages six staff members who work rotating 24/7 shifts, ensuring continuous coverage. Ms. Evans made the motion to approve the request for Entry Level Adjustment for the Airport Communications Center Supervisor. Ms. Kimble seconded the motion. The motion was approved unanimously.

Ms. Stacy Kuba explained that the request is to create two new positions: one Lead Technician for airport grounds and one Lead Technician for facilities and buildings. Ms. Kuba stated that currently, a Crew Member Lead serves as second-in-command over facilities, which are critical to airport operations—without a functioning runway or taxiway, the airport cannot operate. Ms. Kuba explained that the proposed Lead Technicians would bring specialized expertise in airport-specific systems and field operations. Ms. Kuba stated that the Crew Member Lead was previously tasked with administrative duties and is now supervising Maintenance Mechanics III, a structure that does not align well with the city's classification system. Ms. Kuba explained that these new positions would report directly to the Grounds Supervisor, serve as acting supervisor when needed, and oversee daily activities across crews with varying skill levels. The roles require a well-rounded individual capable of operating equipment and mentoring newer staff. Mr. Moore noted that the CAO has approved the request. Ms. Kimble made the motion to approve the request to create the Airport Building Maintenance Lead Technician and the Airport Field Maintenance Lead Technician positions. Ms. McIntyre-Williams seconded the motion. The motion was approved unanimously.

**E. Human Resources Department**

- a. Request to Amend Extended Medical Leave Policy**

Mrs. Williams explained that at the previous HR Board meeting, the board approved the new Extended Medical Leave Policy, a city benefit provided to employees, and as implementation began, it became clear that the policy needed clarification, specifically, that it is the city's intent for the Extended Medical Leave Policy to run concurrently with Workers' Compensation when applicable. The Human Resources department is now requesting the board's approval to formally add this clarification to the policy. Ms. McIntyre-Williams made the motion to approve the request to amend the Extended Medical Leave Policy. Ms. Evans seconded the motion. The motion was approved unanimously.

**F. Information Technology**

**a. Employee Suspension Appeal – Dradalaus “DJ” Smith**

Mr. Moore asked Mr. Dradalaus Smith whether he preferred the meeting to be held in open or closed session. Mr. Smith indicated that he was comfortable proceeding in an open meeting. Mr. Smith then distributed additional supporting documentation to the board.

Mr. Smith began by thanking the board for hearing his formal appeal and clarified that his intent was not to disparage anyone, but to bring attention to what he described as a pattern of targeting and retaliation. Mr. Smith expressed concern that Ms. Creal has repeatedly taken actions that, in his view, have harmed his professional reputation and career advancement. These concerns have been raised with HR Director Sherron Williams and City Attorney Marcus Edwards, but Mr. Smith stated that he feels they remain unresolved, contributing to what he characterized as a hostile work environment.

Mr. Smith noted his seven years of service to the City of Shreveport; he has received multiple commendations and promotions. Mr. Smith shared that, despite recognition from other departments, Ms. Creal has excluded those acknowledgments from her evaluations of his performance. Mr. Smith also cited five reprimands, each occurring shortly after professional disagreements, which he believes were retaliatory. Additionally, Mr. Smith expressed concern about being bypassed in supervisory duties, with tasks assigned directly to his team without his knowledge—undermining his ability to lead effectively.

Mr. Smith raised broader questions about procedural fairness, including whether department heads are permitted to conduct their own Pre-Disciplinary Conferences (PDCs) and whether employees retain the right to appeal written reprimands. Mr. Smith concluded by stating that his PDC resulted in a five-day unpaid suspension and a year-long probation period, which he believes is inconsistent with standard practices and punitive rather than corrective. Mr. Smith respectfully requested that the board give his appeal thoughtful consideration.

Mr. Smith added that he had previously requested the presence of HR and Legal representatives during one-on-one meetings with Mrs. Creal. Although an HR representative was present with Mrs. Creal, there was no formal meeting invitation nor any clear indication from her that the meeting was official. Mr. Smith clarified that he did not ignore or refuse to attend; rather, he sought clarification and received no response until several days later, at which point he was issued a Pre-Disciplinary Conference (PDC) notice. Mr. Smith stated that the supporting documents highlight the continuous targeting of him. Additionally, Mr. Smith stated that in a previous PDC, per city policy, a Pre-Disciplinary Conference (PDC) should be led by the department head or a designee. Since Ms. Creal initiated the PDC herself and also presided over it, he felt this created a conflict—effectively making her both judge and jury. He believes a neutral designee should have overseen the process to ensure fairness.

Ms. Shocker Creal stated that the purpose of the memorandum is to formally respond to Mr. Smith’s appeal regarding his suspension. After careful review, Ms. Creal determined that the severity of Mr. Smith’s infractions warranted corrective action under the City’s progressive disciplinary process. The decision to suspend was not made lightly and was based solely on his conduct and performance. Ms. Creal emphasized that she did not act alone; due to ongoing departmental concerns and complaints, she consulted both Human Resources and Legal Counsel; they were informed of the circumstances, provided guidance, and were aware of her intent to proceed—ensuring the decision was made with fairness, due diligence, and in alignment with city policy.

Ms. Creal clarified that the action was not retaliatory, but a necessary response to the seriousness of the infractions. While the final decision rested with her as the appointing authority, she ensured that appropriate internal stakeholders were engaged throughout the process. For these reasons, Ms. Creal respectfully requested that the board uphold the suspension.

Ms. Kimble asked Mr. Smith to summarize the core issue without referencing his written statement. Mr. Smith said he felt the situation bordered on harassment, noting that despite consistent performance and recognition, he faced ongoing criticism. He cited communication breakdowns on Ms. Creal's part and referenced being excluded from the SporTran project at the customer's request, suggesting a pattern of obstruction. Ms. McIntyer-Williams asked Ms. Creal to clarify the purpose of the Pre-Disciplinary Conference (PDC). Ms. Creal explained it was a continuation of prior disciplinary steps. She had prepared a final written warning and worked with HR to create a Performance Improvement Plan (PIP) focused on communication and expectations. After Mr. Smith declined to attend the meeting, and following consultation with HR, the decision was made to issue a last chance agreement instead.

Mr. Smith stated he had requested HR and Legal be present for any one-on-one meetings with Ms. Creal, but received a Teams invite only minutes before, without clear context. He emailed Sherron Williams and Marcus Edwards, copying Ms. Creal, for clarification, but got no response until the PDC was issued days later. Ms. Kimble noted that Ms. Creal had indicated the meeting's purpose would be explained during the meeting and emphasized that, despite any conflict, Mr. Smith still reports to her. Mr. Smith agreed. Ms. Kimble added that Ms. Shocker had followed protocol in consulting HR and Legal.

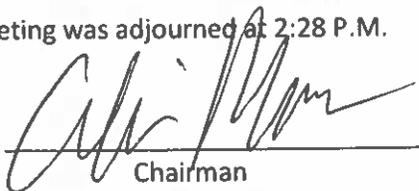
When asked by Mr. Washington if he attended the in-person meeting, Mr. Smith said no, explaining he was waiting on guidance due to his request for HR and Legal to be present.

Mr. Washington asked whether HR or Legal had ever indicated, verbally or in writing, that Mr. Smith was not required to attend meetings unless they were present. Mr. Smith replied no. Mr. Edward Jones added that one investigation involving Mr. Smith had concluded with no findings of misconduct, while another separate investigation remains ongoing. Ms. Kimble made the motion to uphold the City of Shreveport's decision to suspend Dradalaus "DJ" Smith. Ms. McIntyer-Williams seconded the motion. The motion was approved unanimously.

#### G. Human Resources Departmental Comments

There were no Human Resources departmental comments.

The meeting was adjourned at 2:28 P.M.

  
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Chairman

  
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Secretary

11/12/25  
Date