

**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 Wednesday, November 12, 2025, at 1:34 pm in the Mayor's Large Conference Room on the second 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, Senior HR Analyst
Ms. Marvulous Morris, Senior HR Analyst II
Mr. Derrick Lewis, HR Advanced Tech

Members Absent:

Mr. Willie Henderson

Mr. Edward Jones

Others Present:

Mr. Alex Washington, Board Attorney
Ms. Sheila Faour, Director of Finance
Ms. April Jordan, Finance Controller
Ms. Arlene Adger, Deputy Director of Finance
Ms. Renee Luster, Purchasing Agent
Mr. Jarvis Morgan, Director of Public Works
Mr. Thomas Jenkins, Assistant City Engineer
Mr. Michael Sepulvado, Chief Building Official
Ms. Shelly Ragle, Director of SPAR
Mr. Brandon Snead, Water & Sewerage Interim Director
Mr. Kedrick Chism, Superintendent Plant/Field Operator
Mr. Broderick Pinkney
Ms. Lashauna Chambers, W&S Pretreatment Supervisor
Ms. Maria D. Emanuel, Management Analyst III

There was a quorum present.

Approval of Minutes

Ms. Susan Evans made a motion to approve the minutes from August 26, 2025. Ms. Coretta Kimble seconded the motion. The motion was approved unanimously.

Public Comments

No public comments.

Mr. Moore made the motion to remove Item F, Discretionary Appeal for Jamila Masiki, from the agenda. The motion was approved unanimously.

New Business

A. Finance

a. Request to Reclassify Accounting Associate II to Accounting Analyst

Ms. Sheila Faour stated that the request was prompted by the recent vacancy of the Accountant Associate II position due to an internal promotion and that the department proposes eliminating that position and creating an Accounting Analyst role. Ms. Faour explained that this change would establish a promotional path within the accounting division and align minimum qualifications more closely with the requirements of the work, as the Accounting Analyst would provide support to all accountants in the division, including posting interfaces, reconciling subsidiary ledgers, and posting journal entries. Ms. Faour further noted that the new role requires a higher level of understanding of accounting principles and will enhance support for year-end closeout and audit preparation. It was noted that this request has already been approved by CAO, Tom Dark. Mrs. Evans made the motion to approve the request to reclassify the Accounting Associate II to Accounting Analyst. Mrs. Lindyell McIntyer-Williams seconded the motion. The motion was approved unanimously.

b. Request to Revise the Minimum Qualifications for Buyer

c. Request to Revise the Minimum Qualifications for Senior Buyer

Ms. Arlene Adger stated that the request was prompted by the current vacancy in the Buyer position. Ms. Adger explained that, while the position is vacant, the department seeks to update the job specifications, which have not been revised since 1995. Ms. Adger noted that the Senior Buyer position has also been included in this update, as its specifications had not been revised. The two positions will mirror each other, with the distinction being the promotional path to Senior Buyer. Ms. Adger emphasized that there will be no changes to salary or classification levels. The revisions primarily reflect current responsibilities, with the only substantive change being an adjustment in the minimum qualifications for the Buyer position. The requirement will be raised from a high school diploma to an associate degree, to attract a higher caliber of candidates and support the promotional path to Senior Buyer. Mrs. Coretta Kimble made the motion to approve the request to revise the Minimum Qualifications for Buyer and Senior Buyer. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

B. Public Works

a. Engineering – Request to Create Project Manager Position

Mr. Morgan stated that the position is being created to assist the City Engineer and Assistant City Engineer due to the current workload capacity. Mr. Thomas Jenkins explained that the department manages three major capital programs—Program C (roadway), Program D (drainage), and Program G (traffic)—with only three engineers in total. He noted that the department is stretched thin and that this new position would provide critical support in managing projects during the transition from design to construction, a phase essential for keeping projects on schedule, within budget, and moving efficiently into construction. Mr. Jenkins further stated that previous attempts to hire additional engineers have been unsuccessful and that the proposed position does not necessarily require an engineering license but does require competent expertise in the field to free existing engineers to focus on technical design. Mr. Jenkins explained that in addition to capital programs, the department also handles private development permit

reviews and assists with streets and drainage operations, further straining resources, and emphasized that the new position would help maintain project timelines and budgets, particularly with upcoming bond projects. Mr. Jenkins stated that responsibilities would include preparing cost estimates, creating bid documents, scheduling pre-construction conferences, reviewing and collecting material submittals, coordinating with prime contractors, and maintaining accurate records in project management software. Mr. Jenkins concluded that this role is a critical addition to improve efficiency within the engineering division.

Mr. Moore asked how the work had been managed previously. Mr. Jenkins responded that responsibilities were shared between himself, one other engineer, and, at times, members of the construction management team who demonstrated interest and technical aptitude. Mr. Jenkins explained that it had been a collective effort to cover gaps, though the magnitude of work occasionally caused items to fall off the department's radar. Mr. Jenkins noted that the construction management staff assisted with the scope of work, contractor coordination, bidding review, and follow-up. He emphasized that this support served as the transition point between receiving final design plans from engineers and moving projects through contractual bidding documents into construction. Mrs. Evans made the motion to approve the request to create the Project Manager position. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

b. Permits and Inspections – Request to Create Building Inspector II Position

Mr. Morgan stated that the request was being made because the position would also benefit his division by reducing the number of inspectors required. Mr. Mike Sepulvado explained that inspectors are certified in their respective trades—building, electrical, plumbing—and are regulated through the Louisiana Code Council. Mr. Sepulvado noted that inspections cover the entire parish, not just the city limits, and that under the current system, multiple inspectors may be required at a single site. The proposed position would allow one cross-trained inspector to perform all necessary inspections at once, eliminating the need to send separate inspectors for each trade. Mrs. Evans asked whether individuals would need to obtain certification for this role and whether qualified staff were already available. Mr. Sepulvado responded that one individual is already certified, while others would need to obtain certification. It was noted that this request has been approved by the CAO, Tom Dark. Mrs. Kimble made the motion to approve the request to create the Building Inspector II position. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

C. SPAR

- a. Request to Revise Class Specifications***
- a) Crew Member, Grounds***
 - b) Driver/Operator, Light Equipment***
 - c) Driver/Operator, Heavy Equipment***
 - d) Stock Clerk II***
 - e) Maintenance Mechanic II***
 - f) Recreation Supervisor II***

Mrs. Shelly Ragle stated that the request was being made to revise certain job specifications and explained that the changes are relatively simple and stem from a review of all job specifications conducted earlier in the year. Mrs. Ragle stated that supervisors identified areas requiring updates, which are outlined in red. Mrs. Evans asked whether the physical requirements had been reviewed. Mrs. Ragle responded that

all specifications for each of the affected job classes had been reviewed. Mrs. Kimble made the motion to approve the request to revise Class Specifications for agenda item C, positions a through f. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

D. Human Resources

a. Request to Update the Human Resources Rules and Regulations

Mrs. Sherron Williams stated that the request was to update the discrimination language in the employee handbook to align with current Equal Employment Opportunity Commission (EEOC) standards. She explained that the revisions reflect changes in definitions, including expanded references to sex, transgender status, sexual orientation, and pregnancy, in accordance with the Pregnancy Workers Fairness Act. Mrs. Williams emphasized that the purpose of the update is to ensure that the handbook remains compliant with EEOC guidance and that all definitions are current and accurate. Mrs. Evans made the motion to approve the request to update the Human Resources Rules and Regulations. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

E. Water & Sewerage

a. Request to Reinstate Annual Leave Time for Rosie Anderson

Mr. Brandon Snead and Mr. Kedrick Chism presented this request, which was introduced at the previous meeting and is being brought forward again with the requested documentation. Mr. Alex Washington explained that the matter concerns an employee who was unable to use her annual leave due to illness, and the required documentation is being provided at this meeting. Mrs. McIntyer-Williams made the motion to approve the request to reinstate Annual Leave Time for Rosie Anderson. Mrs. Kimble seconded the motion. The motion was approved unanimously.

b. Termination Appeal – Broderick Pinkney

Mr. Moore asked Mr. Broderick Pinkney whether he preferred an open or closed hearing. Mr. Pinkney stated that an open hearing was acceptable and requested to call Ms. Lashauna Chambers as a witness to speak on his behalf.

Mr. Brandon Snead explained that the department had followed a lengthy disciplinary process with Mr. Pinkney. While supervisors and division managers spoke highly of Mr. Pinkney's performance when present, there had been attendance issues. Mr. Snead noted that Mr. Pinkney was suspended following the first incident and failed to appear during the second disciplinary process. Mr. Snead emphasized that, as a department head, he must consider the needs of the entire department and apply the rules consistently, as he acknowledged Mr. Pinkney's strengths as an employee but stressed that attendance and punctuality are essential. Mr. Snead stated that termination decisions are taken very seriously, with all options weighed carefully, and asked the board to uphold the department's position.

Mr. Pinkney acknowledged issues with tardiness and several no-call, no-show incidents, which led to his first PDC. He stated that during the process, he was late again, failed to notify his supervisor, and tested positive for amphetamines, prompting a second PDC that he missed due to confusion about the time. Mr. Pinkney emphasized that he has worked for the City of Shreveport for nearly two years, enjoys his job and colleagues, and considers himself a dedicated employee, and requested that the board consider reinstating him to his position.

Mr. Snead clarified that the time for the second PDC was never changed. He explained that Mr. Pinkney had misread the notification, assuming it would be scheduled at the same time as the previous PDC. Mr. Snead emphasized that the notification process, including the time and date, remained unchanged and was not altered.

Mr. Moore asked Mr. Pinkney why he believed he should be reinstated. Mr. Pinkney responded that he is a dedicated and hardworking employee who enjoys his job, colleagues, and supervisor. Mr. Pinkney acknowledged that this year had been difficult due to the loss of his father, but emphasized that he remains committed to his work and respectful toward others.

Mr. Moore further asked how his absences affected the team. Mr. Pinkney stated that his tardiness and absences negatively impacted the team by requiring others to cover his responsibilities and noted that he is working to improve his timeliness.

Mrs. McIntyer-Williams asked whether he had contacted HR or his director for Employee Assistance Program (EAP) resources following his father's passing. Mr. Pinkney replied that his supervisor provided him with the information, but he did not reach out at the time. He added that, if given another opportunity, he would take advantage of those resources.

Mrs. Lashauna Chambers stated that she understood the department head's decision, noting that rules must have consequences when broken. However, she spoke positively on behalf of Mr. Roderick Pinkney, describing him as her most productive employee under her supervision. Mrs. Chambers acknowledged that Mr. Pinkney had attendance issues, which were addressed through progressive discipline, but emphasized that when present, he excelled in his work and consistently went above expectations. Mrs. Chambers expressed support for Mr. Pinkney's reinstatement, noting that she provided supporting documents if needed, and reiterated that the City of Shreveport benefits from retaining employees who are highly productive.

Mr. Washington asked if Mr. Pinkney had issues with tardiness prior to May. Mrs. Chambers confirmed that he had and noted that progressive disciplinary action was issued.

Mr. Snead clarified that termination was not based solely on attendance but on cumulative issues. He emphasized that Ms. Chambers had followed progressive discipline thoroughly, and by the time the matter reached his office, documentation supported suspension and a last-chance PDC. Mr. Snead added that the subsequent violation and positive test results warranted termination under established rules and regulations. While failure to appear at the PDC reflected ongoing attendance concerns, it was not the sole factor in the decision.

Mrs. McIntyer-Williams asked how many no-call, no-show incidents had occurred. Mr. Pinkney responded that there were possibly two or three, along with additional tardiness issues.

Mrs. Evans made the motion to uphold the City's decision to terminate Mr. Broderick Pinkney. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

F. Shreveport Police Department

a. Discretionary Appeal – Maria D. Emanuel

Mr. Moore stated that the board had already reviewed the documents and received input from legal regarding the matter. He noted that it was up to the board to decide whether they wished to hear additional information.

Mr. Washington stated that the matter was on the agenda as a discretionary appeal, meaning the board must decide whether it wishes to hear the issue in full. He noted that the board has the information in their packet.

Ms. Maria Emanuel asked if there was a difference between a discretionary appeal and an administrative grievance. Mr. Washington explained that the filing was a request for board review and that an opinion had already been provided by the City Attorney's Office and administration. He added that the board was now determining whether to hear the case as an appeal, at which point they would issue their own opinion.

Mrs. Evans made the motion not to hear the administrative grievance for Ms. Maria Emanuel. Mrs. McIntyer-Williams seconded the motion. The motion was approved unanimously.

G. Human Resources Departmental Comments

Mrs. Williams reported that the October health fair was a success, noting it was the largest to date due to new partnerships with the Caddo Parish Sheriff's Office and Caddo Parish. Mrs. Williams stated that open enrollment has been completed and invited board members and the board attorney to attend the upcoming end-of-year Employee Recognition Program in early December.

Mrs. Williams further noted that Human Resources is continuing work on the compensation study. Preliminary information has been received from the consultant, and HR is now working directly with the CAO to determine next steps. Mrs. Williams emphasized that several initiatives are being brought to a close as preparations begin for the new year.

Mr. Moore thanked Human Resources for their hard work.

The meeting was adjourned at 2:12 P.M.



Chairman



Secretary

2-26-26
Date