

BOSSIER PARISH POLICE JURY
BENTON, LOUISIANA
SPECIAL MEETING
April 12, 2017
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The Bossier Parish Police Jury met in special and legal session on the 12th day of April, 2017, at 2:00 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Bob Brotherton, called the meeting to order and the Parish Secretary, Ms. Rachel Hauser, called the roll with the following members present:

Mr. Rick Avery	Mr. Jerome Darby
Ms. Wanda Bennett	Mr. Mac Plummer
Mr. Glenn Benton	Mr. Doug Rimmer
Mr. Bob Brotherton	Mr. Tom Salzer
Mr. Jimmy Cochran	Mr. Fred Shewmake
Mr. Sonny Cook	Mr. Jack Skaggs

The President announced the purpose of the special meeting:

1. To discuss resumes received for the Bossier Parish Treasurer's position, and potential vote to fill future vacancy of Bossier Parish Treasurer.
2. Consider adoption of a Proclamation proclaiming May 12, 2017, as "Bossier High School Bearkat Day".
3. To consider any other business that may come before the Bossier Parish Police Jury in special session.

Mr. Altimus stated that several resume were received for the Parish Treasurer's position, and after reviewing all applicants, the staff selected two of the most qualified applicants.

Mr. Altimus presented Mr. Kent Craft, a local CPA, who submitted his resume for consideration for Bossier Parish Treasurer.

Mr. Craft stated that he has been with his current employer for approximately 17 years, and serves as Executive Vice President and Chief Financial Officer. Mr. Craft stated that his employer serves individuals with developmental disabilities, and funding for these services is provided through the state.

Mr. Craft stated that he has handled Medicaid for the last 17 years, and prior to that, he provided auditing services for CPA firms.

Ms. Bennett asked why he is interested in applying for the Bossier Parish Treasurer's position since he has been with his employer for 17 years. Mr. Craft stated that he is a Bossier Parish native and grew up in the Bossier Parish school system. He stated that his employer serves throughout seven states, and he is interested in bringing the focus of his work to Bossier Parish. Ms. Bennett stated that governmental accounting is far different from any other accounting, and asked if he was aware that the Parish Treasurer is responsible for several budgets from other entities that come through the Parish of Bossier. Mr. Craft stated that he is aware that the Parish Treasurer has important responsibility in ensuring the financial integrity of the police jury. He stated that his experience includes auditing the Webster Parish Police Jury, Webster Parish Clerk of Court, and a number of other municipalities and governmental agencies.

Mr. Craft stated that his employer is an excellent organization, but he would like to bring his focus in locally rather than regionally or nationally.

Mr. Rimmer asked if he was required to travel with his employer. Mr. Craft stated that he is required to travel from time to time. Ms. Thomas stated that there are limited traveling requirements as Bossier Parish Treasurer.

Mr. Skaggs asked how many people he currently manages. Mr. Kent stated that his employer currently employs approximately 2,100 employees, and he oversees the finance department which directly has 13 staff employees. He stated that as Executive Vice President, he oversees the Regional Vice Presidents, and has done so for the last five years. Mr. Kent stated that his employer is organized into three regions.

Mr. Skaggs asked what type of managerial structure he prefers. Mr. Craft stated that he does not consider himself a micromanager, but feels it is important for a manager to be in touch with important data and indicators to ensure that the department functions properly. He stated that he expects employees holding positions in the department to perform their jobs, given the proper training and oversight, and each employee should be responsible for their position. Mr. Craft stated that it is important that a manager review the appropriate data on a routine basis to ensure that the general ledger balances, bills are paid timely, and avoid as many surprises as possible.

Mr. Craft stated that he operates with an open door policy to ensure that staff is comfortable approaching him with any issues that may arise so that an amicable resolution can be reached.

Mr. Shewmake asked for additional personal information. Mr. Craft stated that he attended University of Louisiana Monroe, formally known as Northeast Louisiana University, where he obtained his accounting degree. He stated that shortly after obtaining his accounting degree, he tested and passed the CPA test. He further stated that he has maintained his CPA license since that time, which requires 40 hours per year of continuing education.

Mr. Craft stated that he has been married to Margaret Hunter Craft for almost 37 years, and they have one son and two daughters. He stated that the youngest daughter is currently attending ULM.

Mr. Skaggs asked if he has been a party to any cost saving initiatives or anything proactive that benefited the organization while serving as CFO. Mr. Craft stated that funding is limited, especially in the Medicaid business, and they have had to deal with increasing costs with flat reimbursement rates. He stated that they have had to deal with the impact of the Affordable Care Act and inflationary increases through the years, and they have had to search for areas to reduce costs.

Mr. Craft stated that when he began working for his employer, they consolidated their banking practices which brought some savings in bank fees. He stated that they also cut costs in the system for purchasing vehicles.

Mr. Craft stated that his employer's largest expense is personnel, with 75 percent of the budget being staff. He stated that they work to manage staff hours to ensure that in all points and sights of service, they have the appropriate

staff budget. He stated that reports are generated to assist in managing staff hours to meet budget requirements.

Mr. Benton asked what would be the timeline in which Mr. Craft could begin working if he is chosen for the position. Mr. Craft stated that he would like to provide his employer with at least a six week notice to allow time for transition. Mr. Benton stated that Ms. Thomas will be retiring at the end of July, and asked if he felt he could obtain enough training in just a little over a month's time. Mr. Craft stated that there could be some overlap between his current employer and training if needed.

Mr. Brotherton extended appreciation to Mr. Craft for attending today's meeting. Mr. Craft thanked the police jurors for their time.

Motion was made by Mr. Shewmake, seconded by Mr. Darby, to adopt a Proclamation proclaiming May 12, 2017, as "Bossier High School Bearkat Day".

The President called for public comment. There being none, **votes were cast and the motion carried unanimously.**

PROCLAMATION

WHEREAS, Bossier High School is Bossier City's oldest high school; and

WHEREAS, Bossier High School was chartered as a public high school by the State Board of Education in 1917; and

WHEREAS, Bossier High School has operated over 100 years in the heart of beautiful downtown Bossier City; and

WHEREAS, Bossier High School's current building built in 1940 was placed on the National Registry of Historic Places for its' modern architectural design style; and

WHEREAS, Bossier High School will be commemorating 100 Years through the Eyes of Bossier High School students in an exhibit at the Bossier History Center from April – December 2017; and

WHEREAS, Bossier High School has produced well over 13,000 Bearkats who go forward into the City, State, Nation and World making positive contributions in all levels of government, including the Bossier Parish Police Jury, in our military, as first responders, as scientists, educators, medical professionals, as Olympic and national athletes, religious leaders, authors and energetic citizens; and

WHEREAS, Bossier Parish wishes to participate on this occasion in honoring these outstanding individuals, the faculty and staff of Bossier High School, on this historic occasion.

NOW, THEREFORE, We, The Bossier Parish Police Jury, do hereby proclaim Saturday, May 13, 2017, as
"BOSSIER HIGH SCHOOL BEARKAT DAY"

in the Parish of Bossier, and do hereby encourage all citizens to join the parish in celebrating the Anniversary of our city's oldest high school.

The proclamation was offered by Mr. Shewmake, seconded by Mr. Darby. Upon unanimous vote, it was duly adopted on this 5th day of April, 2017.

RACHEL D. HAUSER
PARISH SECRETARY

BOB BROTHERTON, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Altimus introduced Mr. William "Joe" Buffington, who submitted his resume for consideration for Bossier Parish Treasurer.

Mr. Buffington stated that he has been a life-long resident of Caddo Parish. He stated that his father was one of the first employees at AT&T in Shreveport. He further stated that he is a 1979 graduate of Woodlawn High School. Mr. Buffington stated that he attended Louisiana State University-Shreveport where he received his Bachelor of Science degree in May of 1983, and a degree of Master of Business Administration in August of 2004.

Mr. Buffington provided information pertaining to his past employment and responsibilities. He stated that he is married and has two children.

Mr. Buffington stated that he has worked in accounting control operations for several private entities. He stated that he began working for his current employer in November of 2005. Mr. Buffington stated that after six months of employment and training, he was promoted to Director of Finance.

Mr. Shewmake asked why he decided to apply for the Parish Treasurer position. Mr. Buffington stated that he would like to explore other opportunities available and narrow his scope of work.

Ms. Bennett stated that the parish's budget and accounting encompasses several other entities which are great responsibilities. She stated that if he received only six months of training before taking on the position of the Finance Director, that speaks highly of his ability to learn quickly. Mr. Buffington stated that all departments of his employer flow through the Finance Director's Office as far as budgetary constraints. He stated that his department serves as the fiscal agent for the metropolitan planning commission as well. Mr. Buffington stated that he has had a large amount of interaction with the state budget and state budget committees. He stated that he would like to narrow the number of departments that he currently supervises.

Mr. Skaggs asked what his best practices are to disseminate a large amount of information that would need to be learned in a short amount of time. Mr. Buffington stated that the previous Finance Director was extremely organized, and after working for the entity for 30 years, obtained a large amount of knowledge. He stated that during his six month training period, he built historical files of all transactions and history that did not exist when he began working. Mr. Buffington stated that it is important to be very detailed in documenting everything so there is a clear audit trail for transactions. He stated that building electronic historical files is important.

Mr. Skaggs asked how many he directly manages in the finance department. Mr. Buffington stated that he directly manages eight employees in financing, purchasing and accounting.

Mr. Skaggs asked about his preferred management style. Mr. Buffington stated that he is very detail oriented and requires that his staff be as well. He stated that he reviews all transactions and believes in being hands-on with capital assets. Mr. Buffington stated that his staff is well qualified and allows them to do the job in which they were hired to do, but he remains involved in and oversees all areas in his department.

Mr. Shewmake asked if selected for the Bossier Parish Treasurer position, when he would be available to begin

work at the police jury office. Mr. Buffington stated that he would like to provide his employer with at least two to four week notice.

Ms. Bennett expressed appreciation to Mr. Buffington for appearing at today’s meeting. Mr. Buffington expressed appreciation to the police jury for their time.

After further discussion, **motion was made by Mr. Benton, seconded by Mr. Shewmake, to amend the agenda to take action on the selection of a candidate to fill the future vacancy of the Bossier Parish Treasurer.**

The President called for public comment. There being none, **votes were cast and the motion carried unanimously, with the following vote recorded:**

- AYES: Mr. Avery, Ms. Bennett, Mr. Benton, Mr. Brotherton, Mr. Cochran, Mr. Cook, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Salzer, Mr. Shewmake, Mr. Skaggs
- NAYS: None
- ABSTAIN: None
- ABSENT: None

Mr. Brotherton stated that the jurors will be asked to cast their votes to fill the future vacancy of the Bossier Parish Treasurer. Those in favor of Mr. Kent Craft were asked to vote red. Those in favor of Mr. William “Joe” Buffington were asked to vote green. Results are as follows:

- For Mr. Craft: Mr. Cook, Mr. Benton
- For Mr. Buffington: Mr. Avery, Ms. Bennett, Mr. Brotherton, Mr. Cochran, Mr. Darby, Mr. Plummer, Mr. Rimmer, Mr. Salzer, Mr. Shewmake, Mr. Skaggs

Mr. Brotherton advised that as a result of the votes cast by the police jury, Mr. William “Joe” Buffington has been selected as Treasurer of the Bossier Parish Police Jury upon the retirement of Ms. Sheryl Thomas.

There being no further business to come before the Bossier Parish Police Jury in special and legal session on this 12th day of April, 2017, the meeting was adjourned by the President at 2:40 p.m.

RACHEL D. HAUSER
PARISH SECRETARY

BOB BROTHERTON, PRESIDENT
BOSSIER PARISH POLICE JURY