

BOSSIER PARISH POLICE JURY  
POLICY AND PROCEDURES COMMITTEE MEETING  
MINUTES  
Mr. Doug Rimmer, Chairman  
June 5, 2024

The Policy and Procedures Committee of the Bossier Parish Police Jury met on this 5th day of June, 2024, at 11:00 a.m., in the Police Jury Conference Room, Bossier Parish Courthouse, Benton, Louisiana. Mr. Doug Rimmer, Chairman, called the meeting to order, with the following members present:

Mr. Doug Rimmer, Chairman, Mr. Glenn Benton, Mr. Bob Brotherton, Mr. Jimmy Cochran, Ms. Pam Glorioso, Mr. John Ed Jordan, Mr. Chris Marsiglia, Ms. Julianna Parks, Mr. Philip Rodgers, Mr. Tom Salzer, and Mr. Keith Sutton.

Others present for the meeting:

Ms. Ashley Ezell

Mr. Patrick Jackson

Ms. Stacie Fernandez

Mr. Heath Lyles

Mr. Butch Ford

Ms. Megan Ramos

Ms. Julie Gill

Dr. Ken Ward

Ms. Monica Grappe

Mr. Rod White

Mr. Eric Hudson

Ms. Lisa Wilson

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Mr. Doug Rimmer stated that a revised vacation policy which contains adjustments previously discussed by the committee is presented today for consideration. Mr. Patrick Jackson, Parish Attorney, stated there is a specific date set in the revised policy designed as a tiered treatment for those employees with vacation hours over the new 160-hour cap, and due to the legacy nature of the retirement system, those vacation hours can be absorbed into the retirement system at no cost to the parish. He further stated the plan for those employees hired after that date, is to pay out the overage hours and convert those employees to the new 160-hour vacation cap. Mr. Jackson asked Ms. Stacie Fernandez, Parish Treasurer, to present additional information to the committee.

Ms. Stacie Fernandez stated that the parish has 42 employees who have cumulative vacation hours over the new 160-hour cap with 13 of those hired prior to January 1, 2007. She further stated those 13 employees will be given the option to receive a check for the difference between their cumulative vacation hours to reduce the number to 160 vacation hours, or they will be allowed to roll all those hours to retirement at no cost to the parish. Ms. Fernandez stated the 29 employees hired after January 1, 2007, will be paid out for those hours over the new 160 vacation hours cap, and there will be no additional accrual over 160 vacation hours once the cap takes effect. She further stated that this revised policy also adjusts the vacation accrual per pay

period, to get the parish more in line with other similarly situated entities.

Mr. Rimmer stated that this new accrual policy provides ten days of accrued vacation per year for the first through seventh years of employment. He further stated that beginning with the eighth year, an employee can accrue 15 days, and beginning at the fifteenth year, an employee can accrue 20 days of vacation.

Mr. Jimmy Cochran clarified that there is no way to split payments for those to be paid for the difference in vacation cap accruals. Ms. Fernandez stated that paying everyone out at once allows the cut-off date to be the same across all payroll systems. She further stated that she is exploring options for 457 contribution plans to allow employees that option for the payment. Mr. Cochran stated his concern is causing tax problems for the employees who will be paid for the difference in hours. Dr. Ken Ward, Assistant Parish Administrator, advised the majority of the payments will be \$8,000.00, or less. Mr. Jackson stated that the same issue with tax ramifications would be present both now and in the future at the employee's time of retirement, which led to the parish reaching out to our retirement plan representatives to obtain deferred tax options for the employees affected.

Ms. Fernandez stated that if approved, the policy will have an effective date of August 5, 2024, to allow time to bring all systems in line with the new accruals. Mr. Rimmer advised that if there is no objection, he will bring this matter forward in his committee report during the regular meeting.

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This concluded the meeting of the Policy and Procedures Committee Meeting. The meeting was adjourned by the Chairman at 11:09 a.m.

MEGAN C. RAMOS  
INTERIM PARISH SECRETARY

DOUG RIMMER, CHAIRMAN  
BOSSIER PARISH POLICE JURY