

## Minutes of Administrative Department Head Meeting May 23, 2011

**2:00pm Meeting called to order by Gary Britten**

**Roll Call:** Mr. Britten, Mr. Mack, Mr. LaHote, Ms. Violi, Mrs. Haar was absent.

**Office:** Ms. Violi presented the Trustees with P.O.s to sign as well as a P.O request for H.S.A funding. Two new hires started work on May 23, 2011, one in police (Dustin Glass) and one in fire (Mike Hampton). The P.O. request was for a total of \$1,800. **LaHote made a motion (seconded by Mack) to approve the P.O. request for H.S.A. funding. All Yes Motion Approved**

Ms. Violi discussed how The Eagles had contacted Mr. Hrosko regarding a speaker for their annual convention which will be held at the Holiday Inn French Quarter. They would like one of the Trustees to give a welcoming speech on June 21, 2011 at 1:00p.m. Mr. Britten stated he would be available. Mr. LaHote stated he would be the back up just in case.

The discussion shifted to administrative matters centered on the Policy and Procedure Manual drafted by Clemens, Nelson, and Associates. Certain sections were discussed such as definitions, harassment, sick leave, record keeping, exit interview/checklists etc. The discussion was in depth and considerable time was spent on ensuring the policies and procedures were worded in accordance to what the Trustees had envisioned. The hope is to make edits from the comments and suggestions of the Trustees, pass it along to the collect bargaining units, and then approve the entire manual soon.

**Mr. Mack moved to go into Executive Session for Employee Discipline, Wages, and Contracts. Mr. LaHote seconded. All yes Motion Passed.**

**Mr. Mack moved to adjourn Executive Session and to adjourn. Mr. LaHote seconded. All yes Motion Passed.**

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Gary Britten, Chairman

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Rosanna Violi