

**CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
SPECIAL MEETING AGENDA
November 29, 2021
3:30 P.M.**

**Streaming at www.facebook.com/parishofcaddo &
www.youtube.com/user/parishofcaddois**

1. ROLL CALL:

Commissioners:

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Taliaferro	District 8
Jackson	District 3	Atkins	District 9
Young	District 4	Chavez	District 10
Burrell	District 5	Lazarus	District 11
	District 6	Epperson	District 12

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

4. AGENDA ADDITIONS:

5. CITIZENS COMMENTS:

Citizens who wish to address the Commission, please fill out a comment card by clicking [HERE](#) and submit to the Commission Clerk's Office, or they may fill out a comment card located in the Chamber foyer and return to the President of the Clerk of the Commission. Individual comments are limited to 3 minutes.

NOTE: Citizens who wish to address the Commission on matters relative to public hearings (items listed on the agenda only) will be limited to a cumulative total of 15 minutes each, for or against an issue. Those who wish to speak or make a presentation are asked to select their speakers and address the points they wish considered with this limitation in mind.

6. NEW BUSINESS:

6.1. Resolution No. 84 Of 2021

A PROCLAMATION (RESOLUTION) ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF CADDO PARISH COMMISSIONER, DISTRICT 6, FOR THE UNEXPIRED TERM THEREOF; TO SET THE DATE THEREFOR AND OTHER PERTINENT MATTERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO (Spring Election)

(Commissioner Johnson)

Documents:

[RESOLUTION 84 OF 2021- CALLING FOR SPRING 2022 DISTRICT 6 ELECTION.PDF](#)

6.II. Resolution No. 85 Of 2021

A PROCLAMATION (RESOLUTION) ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF CADDO PARISH COMMISSIONER, DISTRICT 6, FOR THE UNEXPIRED TERM THEREOF; TO SET THE DATE THEREFOR AND OTHER PERTINENT MATTERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO (Fall Election)

(Commissioner Clerk's Office)

Documents:

[RESOLUTION 85 OF 2021- CALLING FOR FALL 2022 DISTRICT 6 ELECTION.PDF](#)

6.III. SELECTION OF INTERIM MEMBER FOR CADDO PARISH DISTRICT 6

Ernest Baylor, 356 East 68th Street, Shreveport, LA 71106

Jasmin Clinton, 2827 Bibb Street, Shreveport, LA 71108

Hersey Jones, 461 Kemper Street, Shreveport, LA 71106

Steffon Jones, 7321 Wyngate Blvd, Shreveport, LA 71108

Documents:

[ERNEST BAYLOR_RESUME_2020_REDACTED.PDF](#)
[JASMINE CLINTON PROFESSIONAL RESUME COPY_REDACTED.PDF](#)
[HERSEY JONES RESUME_REDACTED.PDF](#)
[STEFFON D JONES RESUME_REDACTED.PDF](#)

6.IV. SWEARING-IN OF NEW CADDO PARISH COMMISSIONER, DISTRICT 6

Oath of Office administered by qualified Caddo Parish officiant

(Caddo Parish Commission- District 6)

7. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.

RESOLUTION NO. 84 OF 2021

BY THE CADDO PARISH COMMISSION:

A PROCLAMATION (RESOLUTION) ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF CADDO PARISH COMMISSIONER, DISTRICT 6, FOR THE UNEXPIRED TERM THEREOF; TO SET THE DATE THEREFOR AND OTHER PERTINENT MATTERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, a vacancy exists in the office of Caddo Parish Commissioner, District 6, due to the resignation of the Honorable Lynn Cawthorne on November 8, 2021 and

WHEREAS, the unexpired term of said office exceeds eighteen months; and

WHEREAS, the Caddo Parish Commission, as the governing authority of the Parish of Caddo, is therefore required to call an election to fill the unexpired term of said office by La. R.S. 18:602.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, as follows:

Section 1. That, as required by and pursuant to law, an election shall be and the same is hereby called to elect a successor to the office of Caddo Parish Commissioner, District 6 to serve the unexpired term of the vacant office.

Section 2. That, in accordance with La. R.S. 18:602 and 18:402, the primary election to elect a successor to the unexpired term shall be held on March 26, 2022, and the general election, should it be necessary, shall be held on April 30, 2022; both elections to be held within the boundaries of Caddo Parish Commission District 6, Parish of Caddo, State of Louisiana, between the hours of seven (7:00) o'clock a.m. and eight (8:00) o'clock p.m. in compliance with the provisions of the Louisiana Election Code.

Section 3. That the Clerk of the Caddo Parish Commission shall publish this resolution immediately in the official journal of the Parish of Caddo.

Section 4. That the polling places for Commissioners and the polling places for this election shall be the same as those designated and approved as polling places within Caddo Parish Commission Districts 6 in accordance with the provisions of the Louisiana Election Code.

Section 5. That the qualifying period for the primary election shall open at 8:30 a.m. on January 26, 2022, and shall close at 4:30 p.m. on January 28, 2022.

Section 6. In accordance with Title 18, Section 426 of the Revised Statutes of Louisiana the number of commissioners serving at each precinct is hereby reduced to the minimum number authorized by law.

Section 7. That the Clerk of the Caddo Parish Commission be and he is hereby empowered, authorized and directed to execute and furnish any certification, form, proclamation, or ancillary requirement for the proper holding of said election.

Section 8. That the Clerk of the Caddo Parish Commission shall forward certified copies of this Resolution by certified mail within twenty-four (24) hours to the Louisiana Secretary of State and the Caddo Parish Clerk of Court, in accordance with La. R.S. 18:602.

BE IT FURTHER RESOLVED that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

Parish Attorney

Date

RESOLUTION NO. 85 OF 2021

BY THE CADDO PARISH COMMISSION:

A PROCLAMATION (RESOLUTION) ORDERING AND CALLING A SPECIAL ELECTION TO BE HELD TO FILL THE VACANCY IN THE OFFICE OF CADDO PARISH COMMISSIONER, DISTRICT 6, FOR THE UNEXPIRED TERM THEREOF; TO SET THE DATE THEREFOR AND OTHER PERTINENT MATTERS, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, a vacancy exists in the office of Caddo Parish Commissioner, District 6, due to the resignation of the Honorable Lynn Cawthorne on November 8, 2021 and

WHEREAS, the unexpired term of said office exceeds eighteen months; and

WHEREAS, the Caddo Parish Commission, as the governing authority of the Parish of Caddo, is therefore required to call an election to fill the unexpired term of said office by La. R.S. 18:602.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, as follows:

Section 1. That, as required by and pursuant to law, an election shall be and the same is hereby called to elect a successor to the office of Caddo Parish Commissioner, District 6 to serve the unexpired term of the vacant office.

Section 2. That, in accordance with La. R.S. 18:602 and 18:402, the primary election to elect a successor to the unexpired term shall be held on November 8, 2022, and the general election, should it be necessary, shall be held on December 10, 2022; both elections to be held within the boundaries of Caddo Parish Commission District 6, Parish of Caddo, State of Louisiana, between the hours of seven (7:00) o'clock a.m. and eight (8:00) o'clock p.m. in compliance with the provisions of the Louisiana Election Code.

Section 3. That the Clerk of the Caddo Parish Commission shall publish this resolution immediately in the official journal of the Parish of Caddo.

Section 4. That the polling places for Commissioners and the polling places for this election shall be the same as those designated and approved as polling places within Caddo Parish Commission Districts 6 in accordance with the provisions of the Louisiana Election Code.

Section 5. That the qualifying period for the primary election shall open at 8:30 a.m. on July 20, 2022, and shall close at 4:30 p.m. on July 22, 2022.

Section 6. In accordance with Title 18, Section 426 of the Revised Statutes of Louisiana the number of commissioners serving at each precinct is hereby reduced to the minimum number authorized by law.

Section 7. That the Clerk of the Caddo Parish Commission be and he is hereby empowered, authorized and directed to execute and furnish any certification, form, proclamation, or ancillary requirement for the proper holding of said election.

Section 8. That the Clerk of the Caddo Parish Commission shall forward certified copies of this Resolution by certified mail within twenty-four (24) hours to the Louisiana Secretary of State and the Caddo Parish Clerk of Court, in accordance with La. R.S. 18:602.

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BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

Parish Attorney

Date

ERNEST BAYLOR, JR.

356 East 68th Street ▪ Shreveport, LA 71106 ▪ [REDACTED]
[REDACTED] ▪

SUMMARY

Over thirty (30) years in issues related to advocacy /public policy, community organization / mobilization, and communications. Highly motivated, possess management, communication, organizational, and training skills. Capable of successfully completing detailed projects, adhering to prescribed deadlines, and succeeding as colleague and team member. Capable of working with diverse groups, in addition to having exceptional communications skills. Seeking an energetic working environment where diversity is embraced, education is fostered and prioritized, and professional goals are encouraged.

SKILLS HIGHLIGHT

Policy Maker

- Elected to House of Representative to serve the citizens of district three in the State of Louisiana (1996 – 2008). Worked across party lines to help build a bi-partisan atmosphere for the state of Louisiana.
- Successfully helped balance state budget and provided surplus for the State of Louisiana as a member of the Appropriation and Joint budget committee during last term (2004 – 2008).
- Maintained excellent relationships with other economic development and county government entities.
- Authored / Coauthored and successfully passed over 80% of legislative bills.
 - Legislative Highlights include:
 - Authored the LA Energy Emergency Relief Act – in case of emergency, energy will not be cut off for indigent or low-income families
 - Co - Authored of Taylor Opportunity Program for Students (TOPS) – program pays full tuition for qualified students. TOPS (Taylor Opportunity Program for Students)
 - Co – Authored legislation to raise and / reduce the gap between Louisiana teachers' salaries
 - Capital Projects City of Shreveport and Northwest Louisiana
 - Community Health /Cancer Detection Center
 - **Highlights of House of Representative Committee & Committee Leadership Appointments:**
 - Chairman (2004 – 2008) Vice Chairman (2000 – 2004), Municipal Parochial & Cultural Affairs
 - Senior Member, Joint Capital Outlay and Joint Budget, Ways & Means and Appropriation
 - Member, Insurance
- Appointed to Caddo Parish Port Commission to serve the citizens of Caddo and Bossier Parishes.

Consultant / Organizer

- Create and implement strategic plans to elect candidates in local, state and national elections.
- Organize get out the vote campaigns and activities for several local, city, state and national election campaigns. Includes canvassing precincts, organizing phone banks, facilitating transportation needs and other logistical needs.
 - Served as an advisor to help plan, facilitate, and implement a successful strategy to elect the first African American mayor of Shreveport.
- Design campaign paraphernalia which includes campaign literature, and apparel.
- Research, draft, and submit proposals that help organizations receive grant funding from various entities
- Supervise and manage campaign staff and volunteers.
- Maintain excellent relationships with other economic development and county government entities.

Management

- Supervised legislative staff.
- Managed all aspects of community-based organization (not for profit). Duties included facilitating a safe, comfortable environment for over 100 senior citizens weekly. Offered medical, daily meals, counseling, advocacy, utilities assistance, tutorials, and continued education for senior citizens. Responsible for other duties as assigned and related to executive director.
- Budgeted annual of \$350,000 up to \$500,000 (not for profit).
- Recruited, hired and retained staff.
- Maintained excellent relationships with other economic development and county government entities.

ERNEST BAYLOR JR.

Teaching / Training

- Teach art (K-12, drawing, painting, sculpture, design, ceramics, crafts, and developmental arts)
- Taught social studies and government civics classes in an educational or community environment.
- Diagnose students' strengths / weaknesses by preparing, administering, and assessing evaluations.
- Conduct training (educational or business) sessions and orientations for faculty and staff members.
- Conducted orientation and trainings for new employees.
- Over ten years as an educator in a public and private setting in the state of Louisiana.

Visual Artist

- Organized art exhibitions at State Capitol in Louisiana in conjunction with the Lt. Governor's Office and Louisiana Legislative Black Caucus (LLBC).
- Featured in various art exhibitions within Southern University School System
- Participated in an "One Man Show" art exhibition at the Louisiana State Museum building in Shreveport, Louisiana
- Create custom drawings, and paintings using fine oils, acrylics, watercolors, pastels, charcoal, and graphite

EDUCATION

Master of Fine Arts, Studio Art
Louisiana State University and A& M College, Baton Rouge, LA
Completed 30 plus hours
May 1972 - May 1973

Bachelor of Arts, Art Education
Southern University and A& M College, Baton Rouge, LA
May 1972

WORK EXPERIENCE

Consultant 1996 - Now
Shreveport, Louisiana

State Legislator 1996 – 2008
Louisiana State Legislature Dist. #3
Chairman and Vice Chairman of national and state committees
Baton Rouge, Louisiana

Executive Director 1984 - 1995
Socialization Services Inc.
Shreveport, Louisiana

Police Officer 1979 – 1984
Bossier City Police Department
Bossier City, Louisiana

Educator 1975 – 1978
Caddo Parish School System
Shreveport, Louisiana

Art Instructor 1972 – 1975
Head of Art Department
St. Charles Parish School System
Hahnville, Louisiana

Art Instructor and Housing Lead 1970 – 1972
Southern University School for the Blind
Baton Rouge, Louisiana

LICENSES

State: Louisiana Type: Life
Area: Secondary Art and Social Studies Education
State: Louisiana Type: Peace Officer Standards and Training Council 1979 – 1983

BOARDS

Roosevelt Daniels Art Guild 2015 - Current
Caddo Bossier Port Commissioner 2008 - 2015
Shreveport Parks and Recreation 1978 - 2016
Roberson Film Center 2000 - 2004
Stoner Art Society 1975 – 1985

Jasmine Clinton
2827 Bibb Street
Shreveport, LA 71108



EDUCATION:

Associate of Science in Health and Human Services July 2019
Southern University at Shreveport
Shreveport, LA

Associate of General Studies with Concentration of Psychology May 2018
Southern University at Shreveport
Shreveport, LA

Certified Human Resource Specialist Feb 2012
Fort Jackson AIT
Columbia, SC

AWARDS AND ACHIEVEMENTS

- Humanitarian Award, 2010
- United States Veteran, 2012
- Member of the National Organization of Human Services , 2019
- Member of the North LA STEM Alliance, 2019

EXPERIENCE:

Northwest Louisiana Sickle Cell Foundation

3658 Judson Street. Shreveport, La May 2021 to Present

Case Manager/ Crisis Intervention Professional

- Serve over 500 sickle cell warriors
- Mental and Emotional Support and Resources
- Evaluate care options for Progressive Children’s Clinic
- Develop Monitor and Evaluate Treatment Plans

Fun Zone LLC.

Feb 2018 to Present

820 Clyde Fant Parkway Shreveport, La

CEO/Owner

- Organizing and Event Planning
- Strategic Marketing and Advertising
- Built Company Brand and Professional Relationships
- Developed and Obtained large STEAM Community base

Human Service Internship

Jan 2019 to April 2019

Southern University Community Development and Career Services

Martin Luther King Shreveport, LA

Health and Human Service Professional

- Assist the president with organizing events for dents on campus
- Created and presented ad campaign to directors of organization
- Planned and managed leadership and career seminars for inner city school students
- Assist Director with resume analysis and career development for students and paraprofessionals
- Recognized for being The Department Director Top Intern

Best Buy Mobile Team Lead

Oct 2015 to Mar 2018

Bossier Mall Bossier City, LA

Team Lead Sales Consultant

- Served up to 40 customers weekly
- Handled up to \$3000.00 cash daily
- Created customer base and close relationships with patrons of Best Buy
- Recognized for customer service and quarterly staff meeting.

Kelly Services in Contract with Linwood Charter School

Sept 2013 to May 2014

Shreveport,LA

Linwood Charter Substitute Teacher

- Assist middle school students with Math and Home Economics
- Created Organization " Diva Designers" for young entrepreneurs

- Mentored up to 200 inner city "at risk" children
- Recognized for most dedicated Substitute Teacher

Army National Guard

Aug 2008 to Aug 2012

Bossier City, LA

Human Resource E-4 Specialist

- Handled up to \$1 million dollars in federal contracts
- Served in the Haitian Humanitarian Missions
- Received the National Humanitarian Award
- Advanced Individual Training in Human Resources

Jeff Everson

From: Hersy Jones [REDACTED] >
Sent: Friday, November 19, 2021 3:49 PM
To: Jeff Everson
Subject: District 6 Appointment

Mr. Jeff Everson,

Please find attached hereto my Resume for the purpose of being considered for appointment for District 6.

As I am out of town and sending such from my phone and it might not format properly, I respectfully ask to submit a corrected Resume after I return.

Please contact me immediately if you have any questions at [REDACTED].

Sent from my iPhone

Jeff Everson

From: Hersy Jones <[REDACTED]>
Sent: Friday, November 19, 2021 4:02 PM
To: Jeff Everson
Subject: Resume of Hersy Jones, Jr.

RESUME

HERSY JONES, JR.

PERSONAL

DOB: [REDACTED]
Single, Father of two sons, Herstyn and Gabriel.
Democrat
Ordained Baptist Minister
Ordained Baptist Deacon

Domicile: 461 Kemper Street
Shreveport, LA 71106

Temporary Residence:
2925 Silver Pines Lane
71108

EDUCATION

Juris Doctorate, 1986 Harvard Law School
Cambridge, MA

Bachelor of Science, 1973
English and Accounting (Double Major)
Dillard University
New Orleans, LA

High School Diploma, 1979
Captain Shreve High School
Shreveport, LA

DISTRICT 6, COMMUNITY INVOLVEMENT

My family has lived in District 6 since 1951 in the Cedar Grove Neighborhood. Moreover I was raised and educated in District 6, attending Atkins Elementary. In 2014 I moved from Ellerbee Road Estates back to my family's home located at

461 Kemper Street. Upon moving back I became active in the Cedar Grove Neighborhood Association and have remained continuously so involved until this date. My family is a major and consistent financial contributor of Common Ground, a ministry targeting Residents of Cedar Grove administered by Grace United Methodist Church.

In December, 2018, 461 Kemper Street sustained substantial fire damage, causing it to become uninhabitable, and forcing me to relocate to my sister's home at 2925 Silver Pines Lane 71108 until the repairs are completed at Kemper Street. This process has been complicated and prolonged as it requires a consensus with my seven siblings. I continue to receive mail at Kemper, and vote at 81st Street Elementary School. Moreover, I have not curtailed my involvement with C.A.R.E..

When I resided in Ellerbee Road Estates from 1989 to 2014, I regularly attended Grace, including Sunday School, and was active in the Neighborhood Association.

This past community involvement will help me to encourage and inspire other residents of District 6 to follow my example and assist in improving their respective Neighborhood.

Currently, I serve as

Vice President, Cedargrove Affirms Real Effort(C.A.R.E.), the Cedar Grove Neighborhood Association. The members asked me earlier this year to step in after the then Vice President could not any longer fulfill his duties. I have also served as Past President, Cedargrove Affirms Real Effort(C.A.R.E.).

During my tenure, C.A.R.E. successfully lobbied for more stop signs to curb speeding, regularly participated in City coordinated cleanup efforts, as well as voicing residents opposition to SWEPCO's steel pole project in District 6. We regularly held social activities allowing interactivity among the residents to foster better neighborhood relationships.

Currently I own two separate one(1) acre tracts in District 6, both to be vitally involved in developing Urban Farming in District 6. I have recently successfully reached out to former residents of District 6 to establish a redevelopment fund for Cedar Grove, including Anita Whitaker, 1st Black to be Elected Miss Louisiana and Richard Williams, father of tennis greats Venus and Serena Williams.

RELIGIOUS INVOLVEMENT:

I am a life long member of Midway Missionary Baptist Church #2 where I serve as an assistant to the Pastor, and Teacher of the Senior Men Class. In the past I have served as Chairman of Trustee Board, and Superintendent of Sunday School.

PAST COMMUNITY INVOLVEMENT:

Chairman, National Conference of Christian's and Jews

Vice Chairperson, Shreveport Airport Authority

Board Member, Red River Revel

Chairperson, Caddo Parish Democratic Executive Committee

Sent from my iPhone

STEFFON D. JONES

7321 Wyngate Blvd- Shreveport, LA 71108 - [REDACTED]

EDUCATION

EAST TEXAS BAPTIST UNIVERSITY
Marshall, TX 75670

CAPTAIN SHREVE HIGH SCHOOL
Shreveport, Louisiana 71115

PROFESSIONAL EXPERIENCE

SHREVEPORT TRANSIT MANAGEMENT, SHREVEPORT

2020-PRESENT

Maintenance Supervisor

- Inspect sites regularly to identify problems and necessary maintenance.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads.
- Employ, supervise and train maintenance staff.
- Coordinate daily cleaning and periodic maintenance activities.
- Oversee fleet repairs and ensure timely completion.
- Maintain records, inventory, and equipment, and ensure proper storage.
- Ensure compliance with all health and safety regulations and practices on site.
- Conduct preventative maintenance work.
- Conduct follow-ups on all maintenance and repair work.
- Conduct safety inspections as scheduled.
- Establish strategies to meet workload demands on time.

NEW MORNING GLORY BAPTIST TEMPLE, MANSFIELD

2020-PRESENT

Senior Pastor

- Oversee all areas of the congregation's ministry in consultation with the Deacons, Trustees, Church Council, and Committees.
- Support, supervise, manage and provide input for the evaluation of church employees in conjunction with the Deacons and the Personnel Committee.
- Build a sense of team-work among church staff and Committee Chairs. Hold and/or attend regular meetings to coordinate the ministries of the church and facilitate communication.
- Enable Deacons, Church Officers, and Committee Chairs to better perform their duties through training and support.
- Work with the Trustees and Business Manager to see that the facilities of the church are functional and in good repair.
- Have a heart for urban ministries and an understanding of the challenges of sharing the gospel in a city with many differing views and opinions.
- Make a concerted effort to engage new visitors and encourage them to take an active role in the church.
- Provide training opportunities to the congregation for outreach and evangelism. .
- Visit or contact church members to encourage their involvement or to address their personal needs (especially all homebound church members).
- Provide pastoral care in conjunction with other staff, committees, and deacons through visitation, counseling, and prayer.
- Make appropriate referrals to professional agencies and other support organizations.

DIESEL DRIVING ACADEMY, SHREVEPORT

2013-2016

Campus Director

- Develop and implement all short term and long term strategies and ensure consistency in the same.
- Assist management with accurate information as required for all campus associate activities and initiate decisions.
- Determine and ensure effective maintenance on organized structure on campus.
- Supervise effective working of all subordinates and provide business and managerial assistance to all and develop an effective team.
- Analyze all fiscal requirements for campus and execute strategies to achieve the same.
- Ensure adherence to all statutory and regulatory regulations.

- Develop and implement various business plans on a quarterly and monthly basis to ensure effective working of everyday operations.
- Monitor all objectives and strategic goals for operations and finances and ensure achievement of the same.
- Develop various new academic programs and provide modifications to all current programs.
- Administer all student recruitment and ensure achievement of all objectives.
- Coordinate with human resource departments and develop various succession plans for management.
- Monitor all work and ensure compliance with all federal and state regulations.
- Provide support to all services and ensure completion of all student demands.
- Supervise all administrative functions for campus and ensure neat and clean appearance.
- Supervise and provide required training to mid- level management.
- Assist all graduates with lifetime job placement

PEACEFUL REST MISSIONARY BAPTIST CHURCH

2009-2013

Minister of Children & Youth

- Attending and participating in staff meetings.
- Overseeing, growing and coordinating the church's youth ministry.
- Designing, overseeing and examining curriculum for all programs, events and classes.
- Leading middle and high school students to encourage their spiritual growth.
- Interacting with students during Sunday services.
- Developing positive relationships with students and their parents.
- Sharing program plans through social media.
- Displaying Christ-like approach and lifestyle, and praying regularly for young people in the church and community.
- Incorporating youth into various church ministries.
- Growing students who are interested in the knowledge of God and His Word.

COMMUNITY INVOLVEMENT

Caddo DPEC Member District 6

Vice President for C.A.R.E. Inc.

Former Committee Member for DSCC District 3

Loving Little Ones, Inc. Ministry Director

Certified Volunteer Football Coach through SPAR Athletics

Facilitator for Facts of Life Class with Volunteers for Youth Justice

Member of Peaceful Rest Baptist Church

My Brother's Keeper Initiative Volunteer

Shreveport Green Volunteer
Shreveport Rescue Volunteer
Community Clean Up Coordinator
Fairfield United Methodist Church Food Pantry Volunteer

PERSONAL REFERENCES

JACOBY D. WHITE

[REDACTED]

TREVOR ALLEN

[REDACTED]

BRYTEN JOHNSON

[REDACTED]

PROFESSIONAL REFERENCES

MICHAEL BUSADA, VICE PRESIDENT AND LEGAL COUNSEL OF LINDEN MANAGEMENT

[REDACTED]

DR. TIMOTHY JONES, SENIOR PASTOR OF PEACEFUL REST MISSIONARY BAPTIST CHURCH

[REDACTED]

MARY TRAMMEL; CADDO PARISH SCHOOL PRESIDENT, BOARD MEMBER DISTRICT 6

[REDACTED]

PASTOR DENNY DURON, SENIOR PASTOR OF SHREVEPORT COMMUNITY CHURCH