



6000 Doug Attaway Blvd. | Shreveport, LA 71115 | P (318)524-2272 | F (318)524-2273 | port@portsb.com | www.portsb.com

## MEMORANDUM

**To:** PERSONNEL COMMITTEE  
Commissioner Austin  
Commissioner Hall  
Commissioner Murphy  
Commissioner Pannell  
Commissioner Watkins

**From:** Commissioner Prescott, Chairman

**Date:** October 15, 2013

**Re:** MEETING OF THE PERSONNEL COMMITTEE, Thursday, October 17, 2013

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There will be a Personnel Committee Meeting on October 17, 2013 at 3:30 p.m. in the Board Room of the Regional Commerce Center. A tentative agenda is attached for your review.

Thank you.

**cc:** Commissioner Erica R. Bryant, President  
Commissioner Baylor, Secretary-Treasurer  
Commissioner Sam N. Gregorio  
Eric England  
Charles Tutt  
Gloria Washington

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"The Caddo-Bossier Port Commission is an equal opportunity provider."

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**MEMBERS:** Erica R. Bryant, President; Capt. Thomas F. Murphy, Vice President; Ernest Baylor, Jr., Secretary-Treasurer; Lynn Austin; Sam N. Gregorio; James D. Hall; James L. Pannell; Rick C. Prescott; Steve Watkins



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## AGENDA Personnel Committee Meeting

**October 17, 2013, 3:30 p.m.**  
**Regional Commerce Center**

*MISSION: Maximize utilization of the Caddo Bossier Port resources to generate economic development in Caddo and Bossier Parishes, expand use and development of the area's multi-modal transportation and distribution system, and increase commerce through the Port.*

- *The Port will provide cost effective and efficient facilities for its users.*
- *The Port shall operate in a fiscally responsible manner.*
- *The Port will maximize utilization of public assets entrusted to it for the economic benefit of the citizens of Caddo-Bossier Parishes and partners of interest.*

### Call to Order

### Public Comment/Introduction of Guests

- **Job Description Updates**
- **2013 Weekend Callout Overview**
- **Operations Team Holiday Pay**
- **Port Complex Areas**

### Adjournment

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