



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

MEMORANDUM

To: PERSONNEL COMMITTEE
Commissioner Lynn Austin
Commissioner Roy Griggs
Commissioner James D. Hall
Commissioner Rick C. Prescott
Commissioner Steve Watkins

From: Commissioner Erica R. Bryant, Chairperson

Date: October 2, 2015

Re: MEETING OF THE PERSONNEL COMMITTEE, Monday, October 5, 2015

We will have a Personnel Committee Meeting on Monday, October 5, 2015 at 11:15 a.m. in the Board Room of the Regional Commerce Center prior to our Marketing and Operations Committee meetings.

A tentative agenda is attached for your review.

Thank you.

cc: Commissioner Capt. Thomas F. Murphy, President
Commissioner Sam N. Gregorio
Commissioner James L. Pannell
Mr. Eric England
Mr. Danye W. Malone
Mrs. Gloria Washington

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

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



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AGENDA

Personnel Committee Meeting

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.*

Agenda – October 5, 2015
11:15 a.m., Regional Commerce Center
Board Room

Call to Order

Public Comment/Introduction of Guests

- **Job Descriptions**
- **Employee Handbook Revisions**

Adjournment

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