

EMPLOYEE NEWSLETTER

Volume I, Issue I



April 2024



Picture Left to Right: (Bottom)

Emma Gaddis- Receptionist, LaTonya Ingram-HRBP, Sharifa Graves-HRBP, **Vickie Perry - Deputy Director, Toya Martin - HR Director**, Rochelle White- HR Clerk, Danelle Thomas-Pittman- HRBP, Sherry Wright- HRBP and Veleonor Ballard- EEO Officer

Picture Left to Right (Top):

Willette Doyle, HR Compensation and Compliance Officer, Rod Oliver - Benefits Administrator, Brenda Stewart - HR Training Manager and Pam Johnson- Benefits Specialist (Not pictured)

Message From The HR Director

Welcome back to the Employee Newsletter which will be distributed on a quarterly basis, to express pertinent information to City of Jackson employees.

HR would like to know and highlight the great work and achievements of our employees. Have you recently received a degree? A professional or educational certification? Been accepted into a leadership or community program? Been elected to a professional board? Are you doing work in your community outside of what you do for the City of Jackson? HR would like to know and share those achievements with other city employees.

Top News

Employee Health & Wellness Fair

May 10, 2024

10:00 a.m.-1:00 p.m.

Smith Park-Downtown Jackson
302 E. Amite Street
Jackson, MS 39201

Welcome onboard, Sherry



Ladies and gentlemen, hold on to your seats because we have a new superstar joining our team! We are ecstatic to introduce Sherry Wright a true professional in Human Resources. Sherry has over 18+ years of Human Resources experience from various industries including the City of Houston. She will handle the following Departments: Administration, JRA and Public Works.

Upcoming Events

- Employee Health and Wellness Fair will be held on May 10, 2024
- City of Jackson 2nd Annual Job Fair and Career Expo on June 6, 2024, hosted by the Department of Human Resources
- Employee Engagement Committee Meeting
- New HR Facebook Page
- Departmental Strategic Planning Meeting

Employee Engagement Committee

The HR Department will be forming a committee that will include representation from each department.

The purpose of the committee is to facilitate networking, exchange ideas and suggest ways to enhance staff satisfaction and work effectiveness.

The committee will advocate for recognition and engagement to create a professional work environment and experience.



WELCOME NEW EMPLOYEES

January 2024

Tommie Brown	Jackson Police
Samuel B. Brown	Jackson Police
Keith Brown	Jackson Police
Jacori Gray	Jackson Police
Louis Hall	Jackson Police
Angela Harper	Jackson Police
John Jones	Planning
Michael McElroy	Planning
John Ramsey	Jackson Police
Gail Marie Reed	Human and Cultural
Jacob Sterling	Planning
Asheli Story	Jackson Fire
Sylvia Terry	Jackson Police
Lillie White	I.T.
Shirlena Wiggins	Administration

February 2024

Deondra Anderson	Jackson Police
Erica Billue	Administration
Breasha Brown	Jackson Police
Willie Butler	Human and Cultural
Bobbie Davis	Mayors Office/CAO
William Dickson	Jackson Police
George Dye	Human and Cultural
Anders Ferrington	City Attorney Office
Janice Hill	Jackson Police
Taylor Houston	City Attorney Office
Annie Johnson	Human and Cultural
Sondra Lee-Bell	Mayors Office
Joshua Macko	Jackson Police
Algene McQuarters	Jackson Fire
Erik Monroe	Jackson Police
Stella Mushi	Administration
Jason Nabors	City Attorney Office
Kefe Pennymon	Jackson Police
Jimmy Robinson	Public Works
Donnell Williams	Planning
Sherry Wright	Human Resources
Sharmica Younger	Jackson Police

March 2024

Jennifer Baggett	City Attorney Office
Shemar X. Barnes	Jackson Police
Renna Battle	Human and Cultural
Jamal M. Bradford	Public Works
Linda Mae Brown	Human and Cultural
Kenneth Cole	Parks and Recreation
Jacqueline Dorsey	Human and Cultural
Zakary T. Fox	Jackson Fire
India Nicole Harper	Jackson Police
Pamela Holmes	Human and Cultural
Eddie James	Parks and Recreation
Fredrick Wayne Johnson	Jackson Police
Calena J, Rudd	Jackson Police
Josetta Weathersford	Parks and Recreation
Robert Williams	Jackson Police
Jermaine Young	Public Works



HR BENEFIT NEWS

CITY OF JACKSON EMPLOYEES HEALTH & WELLNESS FAIR

- **FREE LUNCH, SNACKS AND REFRESHMENTS PROVIDED**
- Free boxes of fruits and vegetables from Foot Print Farms
- Experts onsite for health screenings and educational sessions
- Door Prizes
- Businesses from various industries: Health, Fitness, Wellness, Beauty, Education, Banking, Financial Planning, Nutrition
- **FREE VENDOR FEE**

*Smith Park - Downtown Jackson
302 E. Amite St, Jackson MS 39201*



**FRIDAY, MAY 10, 2024
10:00 AM - 1:00 PM**

**FREE TO ALL CITY OF
JACKSON EMPLOYEES.
(Must have work ID)**

Contact the City of Jackson's
Department of Human
Resources at 601-960-1051



EAT WELL. MOVE MORE. LIVE LONGER.

Join us for a day filled with free health services and activities for ALL City of Jackson Employees. Must show work IDs!

04/12

DEPARTMENT PROFILE



Dr. Abram Muhummad

Dr. Muhummad was promoted to Director of Parks and Recreation in January 2024. He was awarded a doctoral degree in Criminal Justice with a concentration in Homeland Security (DCJ-HS) from Saint Leo University in Tampa, FL. in November of 2023. He has been elected as the 2nd-Vice President for the Mississippi Recreation and Parks Association-District 2. This demonstrates not only his commitment to professional development but also his leadership within the Metro Jackson community.



Attorney Drew Martin

Attorney Drew Martin was promoted as the City Attorney in January 2024. Mr. Martin has served as Legal Counsel and Special Assistant with the City of Jackson since May 2021.

CONGRATULATIONS

05/12

HR NEWS

HR Employee Recognition Program

The “I AM COJ” Award is a quarterly employee recognition program that acknowledges the service of City of Jackson Employees on a quarterly basis. This award is extended to employees for their exceptional service in the performance of their job responsibilities, community service, professional achievements and other innovative or extraordinary accomplishments. The nominees are submitted by their Department Directors and must match certain criteria and responsibilities. For more information, please contact Danielle Thomas-Pittman at 601-960-1047.

HR Benefits



The Employee Clinic is open and available for City employees, their dependents and spouses (who are on the Health Plan). The clinic is located at 633 N State Street, on the third floor. Please contact Willisha, Clinic Representative @ 601-351-9889 to schedule an appointment.

APRIL IS SEXUAL ASSAULT AWARENESS MONTH



If you have been a victim of sexual violence and need counseling services, please contact Imari McDonald at MEA Cares, at 601-898-7520

WITH DEEPEST SYMPATHY

The Department of Human Resources joins the Fire Department in mourning the untimely loss of **Gerald (Buster) Bates**. Mr. Bates was a Relief Driver Operator, hired on September 21, 2014. According to Fire Chief Owens, “Mr. Bates was very passionate about his job. You could always find him doing something around the station to keep himself busy. We are really going to miss him.”

Our thoughts and prayers are with Mr. Bates family, colleagues, and friends during this difficult time. MEA Cares representatives are available for Grief Counseling sessions anytime. You may contact Human Resources for more Employee Assistance Program information.



07/12

EMPLOYEE WORK ANNIVERSARIES

• 1 Year

DANIELLE ALEXANDER
CHASSITTY ALLEN
TIMOTHY ALLEN
ERICA BALL
AERIONAH BROWN
ROSHONDA BROWN
GEORGE CARMICHAEL
JAMES CHATMON
JAYLON COLEMAN
OTIS DAVIS
JAMICHAEL DICKERSON
SHANTORIA DOTSON
VIRGINIA EVANS
AYANNA FLEMING
CARL FUNCHES
CHRISTOPHER GRAY SR.
ALEXIS GREENWOOD
MARIE KING
TIMOTHY LEWIS
RACHEL MCCARTY
ALYAH MORRIS
CLEOPATRA NORRIS
ALICIA PORTER
JUSTIN POWELL
LAKAYLAR QUINN
VERNA RICHARD
NEUGOLCA ROSARIO
DAMON SANDERS
JULIAN SMITH
JAMARCUS SOUTHERN
QUADARIUS TARRIO
FREDERICK THOMAS
DEMOND TRIPP
KAI-CHUNG TSAO
WILLIAM WASHINGTON
VICTOR WILLIAMS
BRALECIA WILLIAMS
SHAKKA WOODWARD
JAY WOOTEN

• 5 Years

JAMES BRANCH
SAMUEL BROWN
JAVIER EVANS
MICHAEL FORBES
TERRANCE FORTENBERRY
PURVIS GOODWIN
AURTHUR GRAY
KIM HAYES
LADREIUS HENDERSON
RONDALE HUGHES
LEO JONES JR.
REGGI MCCLURE
DAMON MOORE
MARCUS NORWOOD
ITOHAN OMOROGBE-OSAGIE
CHARLES PALMER JR.
FEDERRICK REED
JON ROBERSON
LAKESHA WEATHERS
JUSTIN WEATHERS
ROLAND WELCH
RODERICK WILSON

• 10 Years

ERIC BOWDEN
DENISE DRAKE
JO JOHNSON
DERICA KNOX
SANTERRIA THOMPSON

• 15 Years

WILLIS BAILEY
JASON BELL
LINDA BOYKINS
DAVID FRIDAY
ABE GINES
ABDULAZEEZ HASSAN
ANTONIO HENSON
REGINALD HUGHES
CALVIN IRVING JR.
EDDIE LAURY
BRAGGIO MCINNIS
JASON MCWILLIE
MASON PENNAMAN
CHARLES ROCHELLE
ANTHONY SANDERS
REGINALD SCOTT
LARRY THOMAS
JESSICA WASHINGTON
ROBERT WELLS
D'VINSKI WILLIAMS
STEVEN WOOD

• 20 Years

NATHAN JAMES
HARRISON MATORY
STEPHANA WILLIAMS

• 25 Years

SANDRA HODGE
RHONDA HUDDLESTON
SHIKIRA THOMAS

• 30 Years

VINCENT GRIZZELL
WAYNE HOLMES
CLEVEN JEFFERSON

• 35 Years

SAMUEL ASHMORE
SHEILA WILLIAMS-SHERIFF

THANK YOU
Thank you
SO MUCH!

08/12

TRAINING AND DEVELOPMENT CALENDAR

The Department of Human Resources Training Division will be conducting several Leadership Development trainings for supervisors and managers this quarter.

For more information, please contact
Brenda Stewart: HR Training Manager
 Office: 601-960-2315 or email:
bstewart@jacksonms.gov

The following training modules are available in Human Resources:

- **EEO Sexual Harassment Workshop (Held every 3rd week on Tuesday)**
- **EEO Leadership Workshop for City Managers (Annually)**
- **Performance Appraisals for Managers and Supervisors (Annually)**
- **Professionalism/CSR in the Workplace**
- **Business Ethics in the Workplace**
- **Leadership vs. Management**
- **Conflict Resolution Management**
- **Teambuilding in the Workplace for Employees**
- **Teambuilding for Management**
- **Diversity Awareness**
- **Effective Communication Skills**
- **Time Management**
- **HR Policies and Procedures for Managers (Upon Request by Depts.)**

April 2024						
S	M	T	W	T	F	S
	1	2	2	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

TRAINING AND DEVELOPMENT CALENDAR

Register April 2024 Training Classes:

Date: Tuesday, April 22nd @ 2:00 pm

Professionalism/CSR in the Workplace

Date: Wednesday, April 23rd @ 2:00 pm

Leadership vs. Management

Date: Tuesday, April 31th @ 10:00 am

EEOC Management Training

Register May 2024 Training Classes:

Date: Wednesday, May 2nd @ 10:00 am

Business Ethics in the Workplace

Date: Tuesday, May 15th @ 9am & 11am

EEO Sexual Harassment Workshop

Date: Thursday, May 30th @ 2:00 pm

Leadership vs. Management

PERS Employee/Employer Training:

Guest Speaker: Centron Lenoir,

PERS Director of Benefits

Date: TBD

For more information,
please contact:

Brenda Stewart
HR Training Manager

Office: 601-960-2315
or email:

bstewart@jacksonms.gov



HR STAFF DIRECTORY

<u>Name</u>	<u>Phone Number</u>
Toya Martin Director	601-960-1327
Vickie Perry Deputy Director	601-960-1630
Ms. Emma Gaddis Administrative Clerk	601-960-1053
Nikki Thompson Executive Office Coordinator	601-960-1746
Rochelle White HR Clerk	601-960-1042
Willette Doyle HR Comp & Compliance Officer	601-960-1699
Brenda Stewart Training Manager	601-960-2315
Veleanor Ballard Equal Employment Officer	601-960-1050
Danielle Thomas-Pittman HR Business Partner	601-960-1047
LaTonya Ingram HR Business Partner	601-960-1151

HR STAFF DIRECTORY

Name

Phone Number

Sharifa Graves
HR Business Partner

601-960-1052

Sherry Wright
HR Business Partner

601-960-1710

Rod Oliver
Benefits Administrator

601-960-1051

Pam Johnson
Benefits Specialist

601-960-2288

Mrs. Noel Bogan
Ms. Lucille Robinson
HR Senior Aides

Contact
us!

Department of Human Resources
633 N. State Street, Third Floor
Jackson, MS 39202

MISSION

The City of Jackson's Department of Human Resources provides a comprehensive program of principal support for city departments, employees, and the public in planning, coordinating, and implementing human resources policies and practices, based on fairness and equality. This leads to a value-added department that partners with all City departments to provide strategic human resource support and guidance to ensure organizational goals and missions are achieved.