



**REVISED**

**SPECIAL MEETING OF THE CITY COUNCIL  
CITY OF JACKSON, MISSISSIPPI  
SEPTEMBER 27, 2021  
AGENDA  
9:00 AM**

**CALL TO ORDER BY THE PRESIDENT**

- 1. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF RICKEY JONES TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY BOARD. (LUMUMBA)**
- 2. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ATTORNEY ONETTA S. WHITLEY TO THE CIVIL SERVICE COMMISSION. (LUMUMBA)**
- 3. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF TOYA MARTIN AS DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES, CITY OF JACKSON, MISSISSIPPI. (LUMUMBA)**
- 4. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF DR. ADRIANE DORSEY-KIDD AS DIRECTOR OF THE DEPARTMENT OF HUMAN AND CULTURAL SERVICES, CITY OF JACKSON, MISSISSIPPI. (LUMUMBA)**
- 5. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ISON HARRIS, JR. AS DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION, CITY OF JACKSON, MISSISSIPPI. (LUMUMBA)**
- 6. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ANGELA HARRIS AS MUNICIPAL CLERK, CITY OF JACKSON, MISSISSIPPI (LUMUMBA)**
- 7. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF WILLIE OWENS AS FIRE CHIEF, CITY OF JACKSON, MISSISSIPPI. (LUMUMBA)**
- 8. ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF JAMES DAVIS AS CHIEF OF POLICE, CITY OF JACKSON, MISSISSIPPI. (LUMUMBA)**
- 9. PROCLAMATION OF LOCAL EMERGENCY FOR JACKSON, MISSISSIPPI BY JACKSON CITY COUNCIL. (JACKSON CITY COUNCIL)**
- 10. ORDER OF THE JACKSON CITY COUNCIL APPROVING CONTRACT FOR EMERGENCY GARBAGE COLLECTION SERVICES FOR JACKSON, MISSISSIPPI. (JACKSON CITY COUNCIL)**
- 11. ORDER OF THE JACKSON CITY COUNCIL APPROVING CONTRACT FOR EMERGENCY GARBAGE COLLECTION SERVICES FOR JACKSON, MISSISSIPPI. (JACKSON CITY COUNCIL)**

**12. ORDER OF THE JACKSON CITY COUNCIL AUTHORIZING BRADLEY  
ARANT TO TAKE CERTAIN ACTION ON BEHALF OF THE JACKSON  
CITY COUNCIL. (JACKSON CITY COUNCIL)**

**REPORTS FROM MEMBERS OR DEPARMENT DIRECTORS**

**ANNOUNCEMENTS**

**ADJOURNMENT**

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF RICKEY JONES TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY BOARD.**

**WHEREAS, the Jackson Municipal Airport Authority Board consist of (5) members; for a term of five (5) years; and**

**WHEREAS, Rickey Jones, resident of Ward 5, after evaluation of his qualifications, has been nominated by the Mayor to serve on the Jackson Municipal Airport Authority Board.**

**IT IS THEREFORE ORDERED that the Mayor's appointment of Rickey Jones to the Jackson Municipal Airport Authority Board be confirmed with a said term to expire 3/19/2022.**

OFFICE OF THE CLERK  
SEP 27 2021

Agenda Item #1  
Agenda Date: September 27, 2021  
(LUMUMBA)


Office of the City Attorney

455 East Capitol Street  
Post Office Box 2779  
Jackson, Mississippi 39207-2779  
Telephone: (601) 960-1799  
Facsimile: (601) 960-1756

## OFFICE OF THE CITY ATTORNEY

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This ORDER CONFIRMING THE MAYOR'S APPOINT OF RICKEY TO THE JACKSON MUNICIPAL AIRPORT AUTHORITY BOARD is legally sufficient for placement in NOVUS Agenda.

  
James Anderson, Special Assistant  
*Photo & Name of Miller, City Attorney*

9-11-2021  
DATE

*OFFICE OF THE CITY ATTORNEY*  
*9-11-2021*

# RICKEY D. JONES

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**Objective:** Commissioner for Jackson Airport Authority

## EDUCATION:

<b>University of Southern Mississippi</b>	Bachelor of Science Minors:	Sports Management Business Administration Hotel Restaurant Tourism Management
<b>University of Mississippi</b>	Certification	Mississippi School of Banking
<b>Jackson State University</b>	Pending	MBA

## EXPERIENCE:

**Director, Jackson State University Small Business Development Center, Jackson, MS  
2012**

- Supervise and manage staff
- Provide business counseling to entrepreneurs and existing small business owners
- Provide counseling and guidance to Disadvantage Business Enterprises and Woman Owned Business Enterprises
- Provide Counseling to minority business owners for completing minority certification
- Collaborate programs with City, County, State, and Federal stakeholders
- Provide guidance for business formation
- Provide business counseling for financial loan package development
- Advise client marketing and advertising plan development
- Provide assistance with preparation of business plans
- Conduct seminars and trainings on various business topics
- Counsel client on Pro forma Financial Statements
- Advise on establishing and achieving business performance goals
- Provide pre-startup feasibility analysis
- Provide advisement for loan package development
- Provided counseling for branding strategies
- Coordinated site and program review meeting with SBA Officials.
- Conduct and present business seminars for Veterans – Boots to Business
- Consult with small businesses process of exporting
- Certified Consultant Technology Commercialization
- Provided Notary Service

**Mississippi Licensed Real Estate Sales Agent,  
2011 - Present**

- Present purchase offers to sellers for consideration
- Interview prospective clients to determine what kind of properties they are seeking
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates
- Act as intermediary in negotiations between buyers and sellers, generally representing
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services
- Investigate clients' financial and credit status to determine eligibility for financing.
- Coordinate appointments to show homes to prospective buyers
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters

**Insurance Broker, R D Jones Insurance Financial Services, Jackson, MS**

**2002 – Present**

- Consult with clients and prospects about insurance needs
- Meet with policy holders to deliver and review policy
- Meet with clients to discuss home purchase process
- Analyzed client's existing policies and provided recommendation update and/or changes
- Presentations to businesses and employees about various types of insurance programs
- Interviewed prospective clients to obtain data to determine options for insurance needs
- Calculated premiums and established payment methods

**Consultant, Front Court Developments, Jackson, MS**

**2006 – Present**

- Conduct workshops on how to retain land, FSA funding package development, review of NRCS programs, workshops on succession planning, process of developing a will, how to convey land, Farm Business Planning and scheduling payment of taxes. Provide technical assistance.
- Presenter National Women in Agriculture Conference, Jackson, MS
- Consultant for Mississippi Farmers Network. Conducted workshops: how to keep your land, recording of deeds, succession planning, who are heirs, USDA programs, Risk Management Plans and technical assistance.
- Provide guidance with Good Agriculture Practice(GAP)

**Mortgage Consultant, Lenders Choice Mortgage Company, LLC, Jackson, MS**

**2006- 2008**

- Followed-up with clients on documentation for file
- Prepared files for submission to underwriting
- Completed information necessary for closing of loan including contacting the attorney for the setting of the closing date, insurance agent for insurance policy, flood cert,
- Communicated with applicant concerning the progress of the loan file
- Counseled clients in mortgage financing, take applications, and provide appropriate disclosures
- Developed and maintained referral sources
- Prepared clients for processing and closing procedures, and inform them of the funds needed for closing
- Conducted home ownership workshops
- Conducted of Financial Education workshops
- Developed curriculum for credit counseling, loss mitigation and debt management
- Mississippi Residential Mortgage Specialist
- Certified Housing Counselor

**Chief Operating Officer, Co-Founder, 35\*35 Entertainment LLC, Jackson, MS**

**1999 – 2008**

- Defined purpose and vision to focus on operational details for success

- Supervised and coordinated personnel to ensure execution of job responsibilities
- Supervised team of 15 members
- Prepared and reviewed budget goals with CEO
- Monitored revenue and expenses to meet budget
- Coordinated underwriting of entertainment venues
- Ensured organizational process with business partners were effective
- Negotiated and executed contracts for artists and vendors
- Negotiated and executed contracts for artist and writers
- Ensured negotiations with vendors and organizations were positive and effective in meeting the needs and budgets
- Established and managed bank accounts for company
- Proactively identified and outlined opportunities to build company success
- Managed Payroll for artist
- Coordinated travel arrangements
- Coordinated and executed all bank wires
- Coordinated radio and TV ads for company and artist promotions

**CEO/Executive Director, Hub City Summer Basketball League, Hattiesburg, MS  
2005 -2007**

- Completed intake and application requirements to be NCAA compliant
- Negotiated and secured sponsorship for league teams
- Coordinated and Supervised 85 staff and participants
- Coordinated league officials, score keepers, trainers and coaches
- Facilitated league orientation for players, coaches, scorekeepers, trainer and officials
- Coordinated facility arrangements for league activities
- Coordinated the production of game programs
- Corresponded with media outlets and press about the league and its participants
- Processed applications for league participants and to comply with NCAA rules
- Coordinated with coaches and players
- Coordinated and presented NCAA required educational workshop for league participants
- Provided league equipment and uniforms
- Built budget and administered budget for league
- Interviewed and screened staff for league
- Coordinated and conducted the League's Player Selection/Draft

**Banker/Manager, Trustmark National Bank, Hattiesburg, MS  
2002 – 2006**

- Examined, evaluated, and processed loan applications
- Addressed Complaints and resolved account problems
- Interviewed and hired staff
- Evaluated branch office income and expenses
- Cultivated new loan opportunities and client relationships
- Conducted annual job performance reviews of branch employees
- Planned and developed policies and procedures to carry out management directives
- Opened and closed branch
- Processed charge offs for negative accounts and loans
- Managed \$25 million Loan and Deposit Portfolio
- Managed day-to-day operation of branch
- Prepared financial and regulatory reports as required by internal auditors
- Approved associates time and leave

- Engaged with civic organizations to promote goodwill and generate new business opportunities
- Evaluated weekly sales data and reported sales results to management
- Lead and managed 13-member team
- Researched, analyzed evaluated and defined solutions for disputed accounts
- Approved checking account overdrafts by business and retail customers
- Informed and counseled clients about financial products and services

**Lender/ Assistant Manager, Trustmark National Bank**

- Conducted audits on tellers, vault, and automated teller machines(ATM)
- Process and underwrite loan requests
- Performed and scheduled collection activity for past due loan accounts
- Prepared documentation and monitored non-accrual loan accounts
- Researched, analyzed, evaluated and provided solutions for disputes regarding accounts
- Approved and processed staff leave request
- Support role for investment, insurance, and mortgage departments
- Immediate supervisor and support role for 10 financial services representatives and teller staff
- Informed and consulted customers about banking products and services
- Scheduled closing and charge offs for negative performing checking and saving accounts
- Reviewed and perfected documentation for loan closings
- Reviewed daily transactions of financial services representatives
- Conduct sales meetings with branch staff

**Loaned Executive, United Way of the Capital Area, Jackson, MS**

**August 1997 - January 1998**

- Conducted Presentation to corporate donors regarding United Way
- Liaison between United Way and Corporate donors
- Assisted United Way with mailings and telephoning prospective donors
- Scheduled appointments for presentations
- Solicited donations to further the mission and goals of United Way of Capital Area

**SENIOR ADMISSIONS COUNSELOR AND COORDINATOR OF CAMPUS PROGRAMS, University of Southern Mississippi, Hattiesburg, MS.**

**1993-1997**

- Coordinated campus recruitment activities
- Liaison between USM and Community College and High School administrators and instructors
- Presentations to prospective students and alumni about admissions requirements
- Evaluated and processed admissions documents
- Advised students on program and degree requirements
- Supervised volunteer student recruiters
- Coordinated selection and training Student Recruiters
- Scheduled high school and community college visits

**CIVIC AND COMMUNITY INVOLVEMENT:**

- Mississippi Black Leadership Institute (Alumni)
- Jackson Hinds Library Board of Trustees(Chairman)
- Jackson Public Schools Board of Trustees



- Board Member University of Southern Mississippi Athletic Foundation
- Ambassador Area Development Partnership ~ Business Advisory Council Committee
- Southeast Community Investment Corporation (Loan Committee)
- Ambassador Metro Jackson Partnership
- Trustee Board Fairfield M B Church (Past Chair)
- Past Board Member USM Foundation (Finance Committee and Chair Investment Committee)
- Board Member USM MClub
- Board Member USM Alumni Association (Past President)
- USM Athletic Council
- NAACP- Jackson Branch (Economic/Housing Committee)
- A Phillip Randolph Institute
- Salvation Army Advisory Board (Pine Belt)
- Mississippi Association of Mortgage Brokers
- West Jackson Community Improvement Association
- University of Southern Mississippi Alumni Hall of Fame
- USM Hardwood Club (Past President)
- Loaned Executive United Way
- Past School Advisory Committee French Elementary
- Board Member Zoo Area Progressive Partnership(ZAPP) – President
- USM Alumni Service Award
- Voice of Calvary's Building Bridges Out of Poverty Mentor
- Southeast Mississippi Community Investment Corporation (Loan Committee)
- Member One Hundred Black Men of Jackson (President/ Vice-President)
- Leaders For a New Century - Alumni
- Working Together Jackson – Workforce Development Committee
- Jackson Association of Neighborhoods
- Operation Shoestring

References Available Upon Request:

OFFICE OF THE CITY ATTORNEY  
MDDA 9/29/2021

**ORDER CONFIRMING THE MAYOR’S APPOINTMENT OF ATTORNEY ONETTA S. WHITLEY TO THE CIVIL SERVICE COMMISSION.**

**WHEREAS**, the Civil Service Board consists of three (3) members; and

**WHEREAS**, Attorney Onetta S. Whitley, after evaluation of her qualifications, has been appointed by the Mayor to fill a vacant position on the Civil Service Commission.

**IT IS THEREFORE ORDERED** that the Mayor’s appointment of Attorney Onetta S. Whitley to the Civil Service Board be confirmed with said term to expire on April 18, 2026.

(LUMUMBA)

Agenda Item #2  
Agenda Date: September 27, 2021  
(LUMUMBA)

Office of the City Attorney

455 East Capitol Street  
Post Office Box 2779  
Jackson, Mississippi 39207-2779  
Telephone: (601) 960-1799  
Facsimile: (601) 960-1756

## OFFICE OF THE CITY ATTORNEY

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This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ATTORNEY ONETTA S. WHITLEY TO THE CIVIL SERVICE COMMISSION** is legally sufficient for placement in NOVUS Agenda.

  
\_\_\_\_\_  
Monica D. Allen, City Attorney

  
\_\_\_\_\_  
DATE

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF TOYA MARTIN AS DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES, CITY OF JACKSON, MISSISSIPPI.**

**WHEREAS**, on September 27, 2021, the Mayor appointed Toya Martin as Director of the Department of Human Resources for the City of Jackson, Mississippi; and

**WHEREAS**, the appointment came before the City Council for confirmation as required by Section 21-8-23, Mississippi Code of 1972, as amended; and

**WHEREAS**, the City Council has considered the appointment, and a majority of the Council present and voting has determined that the appointment should be confirmed.

**IT IS, THEREFORE, ORDERED** by the City Council of the City of Jackson, Mississippi, that the appointment of Toya Martin as Director of the Department of Human Resources for the City of Jackson, Mississippi, is hereby confirmed.

(LUMUMBA)

Agenda Item #3  
Agenda Date: September 27, 2021  
(LUMUMBA)

Office of the City Attorney

455 East Capitol Street  
Post Office Box 209  
Jackson, Mississippi 39201  
Telephone: (601) 253-1000  
Facsimile: (601) 253-1004

OFFICE OF THE CITY ATTORNEY  
MONICA D. ALLEN  
9/21/2021

## OFFICE OF THE CITY ATTORNEY

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This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF TOYA MARTIN AS DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES, CITY OF JACKSON, MISSISSIPPI** is legally sufficient for placement in NOVUS Agenda.

  
\_\_\_\_\_  
Monica D. Allen, City Attorney (Interim)

  
\_\_\_\_\_  
DATE

# TOYA NICOLE MARTIN

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## HUMAN RESOURCES MANAGEMENT

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Senior operations and strategic leader offering years of ground level policy development, financial planning and administration, and HR and benefits administration experience in state and local government. Project manager effective leading in various industries. Executive level relationship manager talented at building solid partnerships with internal and external business leaders. Dedicated and passionate about developing strong employee relations and exceeding organizational goals. Solid reputation for implementing policies and procedures that positively impact corporate profitability, employee satisfaction and overall productivity. Reputation for displaying integrity and professionalism when communicating with professionals at all levels. Superior training, facilitation, and management development skills. Solid problem solving, decision making and staff motivation. Proven ability to maintain high levels of employee morale. Goal driven with demonstrated strengths in multitasking and prioritizing assignments.

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## AREAS OF EXPERTISE

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Organization Development	Contract Negotiations	Recruitment and Retention Issues
Teambuilding & Supervision	Budget Preparation and Forecasting	Banking and Finance Experience
Staff Development & Training	Presentations and Public Speaking	Employee Labor Law
HR Policy Design	Employee Relations	Sexual Harassment/EEO Issues

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## PROFESSIONAL EXPERIENCE

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City of Jackson, Jackson, MS

2012-present

*Deputy Director of Human Resources*

2014-present

- Manage, direct and coordinate a variety of human resource activities and operations including: classification, compensation, benefits administration, recruitment, and selection and employee records maintenance.
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for human resource services and programs. Recommend and administer human resource policies and procedures.
- Continuously monitor and evaluate the efficiency and effectiveness of human resource service delivery methods and procedures. Identify opportunities for improvement and review with the Human Resource Director and implement improvements.
- Select, train, motivate, and evaluate assigned personnel; provide staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct, coordinate and review the work plan for assigned personnel services and programs; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Manage and participate in the development and administration of the Human Resources Department budget; direct and forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; direct and implement adjustments as necessary.
- Oversee the administration of the City benefits program including health, life, retirement and workers compensation benefits.
- Oversee the recruitment, screening, testing and processing of applicants for City employment; coordinate and assist in the selection and processing of personnel.

- Manage and direct the maintenance of the City's classification, compensation and performance appraisal systems; implement procedures to ensure compliance with applicable laws and regulations; oversee the conduct of reclassification studies and salary survey's.
- Direct, coordinate and implement a comprehensive Equal Employment Opportunity/Affirmative Action program for the City; ensure compliance with decrees, laws and requirements related to EEO/AA.
- Coordinate EEOC charges and consults with Director of Human Resources and Legal Counsel.
- Consult and advise Directors, Managers and Employees on all employee relations issues.
- Provide advice and assist in conducting investigations of employee complaints, grievances on various issues including but not limited to sexual harassment and workplace harassment claims.
- Implemented Taleo Online Applicant Tracking System which was the first for the City of Jackson.
- Assist Managers and Timekeepers with processing payroll and ensuring accuracy of employee's time records.

***Assistant to the Chief of Staff***

2013-2014

- Managed Mayor's Office personnel and budget.
- Drafted communication and research on behalf of COS. Communications varied from formal City updates to recaps/follow-ups of various internal/external meetings.
- Articulated the COS viewpoints as needed in discussions and conducted any research requested. Proactive in identifying and resolving issues and mitigating risk while bringing the issues to the COS.
- Navigated through information, organized thoughts and provided alternative solutions while understanding the various interests of different parties.
- Supported Mayor, Executive Staff and Department Directors. Articulated various issues (finance, HR, legal, logistics etc.) that required feedback/guidance to the COS and reverted back information to the Executive Team and Department Directors.
- Provided advice to the COS on the various issues taking a hands on approach and carrying it through to implementation. Initiated several projects that needed to be done.
- Ensured alignment across the various offices, to the extent there is a misalignment the COS will be able to mitigate by making recommendations. Determined which projects require the involvement of the COS.
- Organized company documents of various entities and management of filing systems.
- Organized calendar and took notes as well as take care of booking as requested.
- Prepared and facilitated meetings; Ensured that Mayor and COS was well prepared for all meetings with City Council, Directors, Contractors and Constituents.
- Ensured that objectives of all meetings were realistic and well-articulated.

***Deputy City Clerk III***

2012-2013

- Provide clerical and secretarial support to assist City Council members in the completion of their duties and responsibilities.
- Assist in the preparation and assembly of agenda packets for City Council meetings; type staff reports, assist in the duplication, collation and distribution of packet; post City Council agenda items.
- Attend City Council meetings and other committee or staff meetings; record minutes and official votes; transcribe, type and proofread city Council minutes; provide information and assistance to city staff regarding City Council proceedings and minutes.
- Manage Novus Agenda, an electronic, meeting-management software designed to help create, approve and track meeting items for the City Council Members
- Assist the City Clerk and Assistant City Clerk as the official custodian of legal documents, ordinances, resolutions, bonds, contracts, agreements, deeds, and other related documents and contracts belonging to the city.

- Publish all city ordinances, resolutions, proclamations and legal notices and maintain files for such documents.
- Assist in the coordination of municipal elections, register voters; update voter status including address changes; maintain elections supplies and equipment.
- Participate in the bid opening process; receive, open, and maintain bid documents; record bid results; respond to questions pertaining to bid openings and results.
- Assist in the conduct of bond sales, accept bids on bonds; assist in publishing notices of validation.
- Respond to open record requests from the public, receive and process information; forward to appropriate department and ensure that response is received in a timely manner.
- Schedule travel arrangements for City Council Members, City Clerk and Assistant City Clerk.

**University of Mississippi Medical Center, Jackson, MS**

2011-2014

***Research Recruiter/Interviewer***

- Provided administrative and financial support of the overall coordination of the study, including coordination of all recruitment activities and participant randomization.
- Responsible for providing support to the planning, implementing and assessing protocols to ensure conformance to established performance standards, staff training, monitoring, and overall performance evaluation, planning and coordinating site visits to ensure adherence to the protocol and procedures, and distribution of all reports.
- Recruited study participants into a Health Promotion Study.
- Scheduled clinic and intervention appointments.
- Conducted participant interviews; entered participant data into the database.
- Assisted in writing all study protocols, manual of operations, training manuals, standard operation manuals, study forms and other study related documents.

**Mississippi Department of Human Services, Jackson, MS**

2009-2011

***Special Projects Officer III, 2010-2011***

- Managed the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grants.
- Audited and monitored policy and procedures for non-profit agencies across Mississippi to ensure agencies were meeting federal guidelines.
- Audited Non-Profit Community Action Agencies across Mississippi that serve low-income families.
- Conducted cost studies, prepare tabulations, report conclusions and make recommendations to agencies.
- Reviewed applications of non-profit agencies to determine eligibility of sub-grant federal funds.
- Reviewed sub-grantee contracts of non-profit agencies submitted to agency for accuracy.
- Provided training and technical assistance to non-profit agencies across Mississippi that serves low income families in need of assistance.

***Director of Administration at Oakley Training School,***

2009-2010

- Directed and supervised the operating functions of the Human Resources and Purchasing divisions.
- Planned and administered personnel policies, rules and regulations of an agency consisting of up to 350 positions.
- Responsible for directing all phases of personnel and purchasing work in the agency.
- Independent judgment was exercised as to detailed procedures necessary in organizing and recruiting employees and administering the personnel program of the agency.
- Liaison with various units, sections and divisions regarding certification of eligible applicants for



- appointment, promotion, transfer and other personnel transactions.
- Responsible for formulating plans and directing the activities of the Human Resources and Purchasing divisions.
  - Coordinated and promoted efficiency and economy in the purchase of commodities by the agencies of the state; negotiating and executing purchasing agreements and contracts; and conducting a study of the purchase of commodities by the agencies of the state.
  - Interpreting laws, rules, and regulations as they apply to the agency, division, or department, and maintaining effective public contact with legislative bodies, state and federal officials of agencies, and the general public.
  - Assist Departments in preparation of job descriptions

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**Trustmark National Bank, Jackson, MS**

**2007-2009**

***Institutional Services Specialist***

- Recorded all Federal Fund transactions between correspondent banking officials.
- Practiced business development skills through the practical application of performing business calls to customer and prospective customers in order to gain further experience in outside loan production and negotiations and support achievement of new business goals.
- Contact person for corporate accounts and correspondent banks.
- Recruited additional corporate customers and banks for new business.
- Maintained professional community relations to increase the bank's visibility and new business opportunities, and to further personal development.
- Maintained banking relationships by making sure customers are satisfied with products and services.
- Provided high level of customer service to existing clients in order to build relationships, to expand development of business and to identify and create cross sell opportunities for other product lines.
- Handled all research inquiries, affidavits, fraudulent issues and concerns.

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**Belhaven University, Jackson, MS**

**2006-2007**

**Assistant Director of Student Services**

- Worked with the Director of Student Services to execute overall duties of Student Services.
- Conducted student orientations, schedule courses, communicate schedules to students, advise students on degree completion and track student progress.
- Assisted students with course and grade inquiries, track attendance and counsel students on attendance and other applicable policies.
- Coordinated room assignments and class changes; assisted with graduation and other student events.
- Received and process changes in student contact information, monitor classroom equipment and report problems to IT.
- Assist in planning and executing student events and overseeing the Bookshare program.
- Coordinated distribution and tracking of text inventories, process student records as directed.

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**Virginia College, Jackson, MS**

**2001-2006**

**Director of Student Accounts**

- Oversaw the overall operations of student financial services, billing and receivables, and cashiering functions of the college.
- Provided direction and leadership in financial management, fiscal policies review and changes; conducted special studies as required; ensured compliance with college, state, and federal regulations and standard accounting procedures.
- Assisted Financial Aid Department with interviews.

- Provided periodic reports of receipts and technical information to the college community and to external funding agencies.
- Recommended and participated in the development of college policies and procedures; served on college planning and policy-making committees.
- Encouraged customer-oriented staff interaction with students, parents, and administrators.
- Interacted with internal and external auditors; participated in auditing projects, or provided information and access to accounting records as required.
- Established and implemented short- and long-range departmental goals, objectives, policies, and operating procedures; monitored and evaluates program effectiveness; effects changes required for improvement.
- Designed, established, and maintained an organizational structure and staffing to effectively accomplish the organization's goals and objectives; recruited, employed, trained, supervised, and evaluated unit staff.
- Developed and managed annual budgets and performs periodic cost and productivity analyses. Planned, developed, and implemented strategies for generating resources and/or revenues for the department.

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**Union Planters Bank, Pearl, MS**

1996-2001

**Senior Account Technician**

- Provided superior customer service through listening to customers, anticipating their needs, and recommending financial services.
- Assisted customers with questions and provided answers, referrals or solutions.
- Researched all affidavits that were filed by customers to resolve complaints in a timely manner.
- Processed paperwork required to assigned area, e.g., claims, loans, account information, customer information, fund transactions, etc.
- Initiated and oversaw all stop payment requests, and insufficient funds requests for all customers and merchants.
- Processed and disbursed various types of payments (e.g., principle and interest payments, rent payments, social security, retirement, annuity, mutual fund dividends, capital gains, etc.).
- Assisted all Branch Managers with end-of-day batch totals and compliance reports for accuracy.
- Ensured that statements and reports were delivered according to department standard guidelines.
- Maintained all IRA accounts.
- Responsible for wire transfers daily and ensuring all check requests and/or outgoing wire transfer requests have authorized signatures.

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**Education**

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Jackson State University, Jackson, MS

2003-2007

***Bachelor of Business Administration***

Major: Business Management

Jackson State University, Jackson, MS

2008-2011

***Master of Public Policy and Administration***

Major: Human Resource Management

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF DR. ADRIANE DORSEY-KIDD AS DIRECTOR OF THE DEPARTMENT OF HUMAN AND CULTURAL SERVICES, CITY OF JACKSON, MISSISSIPPI.**

OFFICE OF THE CITY CLERK  
MAYOR  
9/27/21

WHEREAS, on September 9, 2021, the Mayor appointed Dr. Adriane Dorsey-Kidd as Director of the Department of Human and Cultural Services for the City of Jackson, Mississippi; and

WHEREAS, the appointment came before the City Council for confirmation as required by Section 21-8-23, Mississippi Code of 1972, as amended; and

WHEREAS, the City Council has considered the appointment, and a majority of the Council present and voting has determined that the appointment should be confirmed.

IT IS, THEREFORE, ORDERED by the City Council of the City of Jackson, Mississippi, that the appointment of Dr. Adriane Dorsey-Kidd as Director of the Department of Human and Cultural Services for the City of Jackson, Mississippi, is hereby confirmed.

(LUMUMBA)

Agenda Item #4  
Agenda Date: September 27, 2021  
(LUMUMBA)

Office of the City Attorney

455 East Capitol Street  
Post Office Box 2779  
Jackson, Mississippi 39207-2779  
Telephone: (601) 960-1799  
Facsimile: (601) 960-1756

## OFFICE OF THE CITY ATTORNEY

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This ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF DR. ADRIANE DORSEY-KIDD AS DIRECTOR OF THE DEPARTMENT OF HUMAN AND CULTURAL SERVICES, CITY OF JACKSON, MISSISSIPPI is legally sufficient for placement in NOVUS Agenda.



Monica D. Allen, *City Attorney*



DATE

## ADRIANE DORSEY-KIDD, Ed.D., LCSW

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### EDUCATION

JACKSON STATE UNIVERSITY

JACKSON, MS

DOCTORATE IN EARLY CHILDHOOD EDUCATION

AUGUST, 2014

University of Southern Mississippi

Hattiesburg, MS

Master of Social Work

August, 1989

Tougaloo College

Tougaloo, Mississippi

BA Sociology/ Social Work

May, 1985

### EMPLOYMENT

City of Jackson, MS

Department of Human & Cultural Services

Director

Jackson, MS 39209

Current

**Duties:** As the Director of Human & Cultural Services, I provide leadership to several programs aimed at educating, employing, entertaining and enhancing the lives of people. These programs include two Early Childhood Centers, six senior community centers, an ADA program, a Jobs for Jacksonian program and a Family and Youth program. The city auditorium, Thalia Mara Hall, the Art Center and Art Gallery, Smith Robertson Museum and the city's planetarium are also programs that I am responsible for. Recently I served as Principal Investigator for an SOC grant awarded by SAMHSA. This grant focus was on early detection via screening for children ages 0-8. Currently, I am the Principal Investigator for the City of Jackson's Ready to Learn Program, funded by Kellogg ensure that four-year olds are school ready upon entering kindergarten.

Jackson State University

School of Social Work

Associate Director of SMHART Institute

Jackson, MS 39217

October 2011-December 2013

**Duties:** I provided supportive family, individual, and group therapy to persons requiring assistance with behavior management, crisis intervention, and/or mood disorders. I also facilitate trainings regarding mental health awareness, classroom management issues and cultural competence. Additionally, I recruit families in need of interventions, supervise staff and coordinate training and educational programs. I am also responsible for developing effective behavioral plans, intake assessments and completing professional documentation.

Jackson State University

Jackson State University School of Social Work  
Visiting Professor

August 2006- May-2011

**Duties:** I served as an advisor to students, coordinated programs, developed syllabi, taught a minimal of three classes per semester and participated on various committees aimed at meeting the academic and financial needs of the students. I also developed questionnaires and facilitated several focus groups as a part of the Council on Social Work Education accreditation process. Additionally, I served on the Admission Committee for the Graduate Program and also on the School of Social Work's Council on Social Work Accreditation team (2008-2010).

Jefferson County Hospital  
Geriatric Unit  
Social Work Supervisor, Consultant

May 2000-  
May 2011

**Duties:** As the Social Work Supervisor, I designed and coordinated programs for elderly patients who were experiencing psychiatric issues. I also supervised the social work staff, reviewed notes, staffed with the interdisciplinary team and arranged and participated in family meetings. Additionally, my responsibilities included discharge planning, developing plans of care and identifying and making appropriate referrals. I also conducted monthly trainings for the staff and/or the community regarding pertinent mental health issues.

Summers Psychiatric Care  
Partial Hospitalization Program  
Program Director

July 2003-  
August 2006

**Duties:** My responsibilities included developing a curriculum designed to guide clinical group. I was also charged with supervising staff, recruiting patients, quality assurance, facilitating groups and working with patients independently. Additionally, I was responsible for referrals, arranging doctor appointments and coordinating family/and/or guardian meetings. Commitment hearings, home visits, and correlating services with MS State Hospital were also included as a part of my duties.

EAP Director,  
United States Postal Services  
Jackson, MS

July 2001-July 2003

Rape Crisis Center  
Catholic Charities, Inc.  
Jackson, MS

October 1995-July 2001

Part time/Consultant Positions:  
Jackson State University  
School of Social Work  
Jackson, MS  
Adjunct Professor

August 1996- May 2006

Jackson Public Schools  
Teen Screen Program  
Jackson, MS  
Clinical Consultant

August 2005- May 2010

Hinds County Head Start  
Jackson, Mississippi  
Mental Health Consultant

August 2000-June 2018

Friends of Children of MS  
Head Start/Early Head Start  
Jackson, Mississippi

August 1999-May 2015

MS Department of Health  
Health Promotion Division  
Violence Prevention Consultant

January 1999- July, 2000

Piney Woods Family Life School  
Piney Woods, MS  
Social Work Consultant

August 1997- May 1999

#### **SPECIAL LICENSURE AND CERTIFICATION**

\*Certified as a *Class* observer for Pre-K February 2017  
\*Certified as a Mental Health First Aid Instructor July 2012  
\*Certified as a Girl Circle Group Facilitator August 2011  
\*Licensed Certified Social Worker for the State of Mississippi  
\*Certification in Gerontology, Tougaloo College  
\*Specialized Certificate in Child Abuse and Child Neglect, Jackson State University

#### **PROFESSIONAL DEVELOPMENT/TRAININGS:**

\*Certified in Class (preschool level)  
\*Post-Traumatic Stress Management for Victims of Katrina I & II  
\*National Seminar on the Development and Integration of Mitigation Evidence  
\*Making the Case for Live VII  
\*Columbia University Teen Screen Training Trained by Columbia University Staff for Mental Health Screenings with Jackson Public Schools  
\*Specialized Training in Foster Care/ Foster Children Placement

#### **MEMBERSHIP/ PROFESSIONAL AFFILIATIONS**

Jackson Heart Study, Board Member  
Central MS CoC, Board Member  
One Voice, Board Member  
Mental Health Association of the Capital Area, Past Board Member  
Jackson Chapter of the National Association of Black Social Workers; Past President  
National Association of Social Workers  
National Association of Forensic Social Workers  
Zeta Phi Beta Sorority, Inc.,  
Jack and Jill of America, Jackson, MS chapter

**Personal:** Married with two children

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ISON HARRIS, JR. AS DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION, CITY OF JACKSON, MISSISSIPPI.**

MOA - 9/21/2021

**WHEREAS**, on September 27, 2021, the Mayor appointed Ison Harris, Jr. as Director of the Department of Human and Cultural Services for the City of Jackson, Mississippi; and

**WHEREAS**, the appointment came before the City Council for confirmation as required by Section 21-8-23, Mississippi Code of 1972, as amended; and

**WHEREAS**, the City Council has considered the appointment, and a majority of the Council present and voting has determined that the appointment should be confirmed.

**IT IS, THEREFORE, ORDERED** by the City Council of the City of Jackson, Mississippi, that the appointment of Ison Harris, Jr. as Director of the Department of Parks and Recreation for the City of Jackson, Mississippi, is hereby confirmed.

(LUMUMBA)

Agenda Item #5  
Agenda Date: September 27, 2021  
(LUMUMBA)



Office of the City Attorney

455 East Capitol Street  
Rm 500 Office Box 2779  
Jackson, MS 39201-2779  
Telephone: (601) 253-1790  
Facsimile: (601) 253-1750

## OFFICE OF THE CITY ATTORNEY

This ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ISON HARRIS, JR. AS DIRECTOR OF THE DEPARTMENT OF PARKS AND RECREATION, CITY OF JACKSON, MISSISSIPPI is legally sufficient for placement in NOVUS Agenda.

  
\_\_\_\_\_  
Monica D. Allen, City Attorney (Interim)

  
\_\_\_\_\_  
DATE

OFFICE OF THE CITY ATTORNEY  
9/21/2021

# Ison B. Harris Jr.

## **Education:**

### **B.S. Mass Communications/ Minor Criminal Justice**

Mississippi College  
Clinton, MS

### **Masters in Community Psychology**

Martin University Indianapolis, IN  
(2 classes from completion)

Currently Working on a Masters in  
Administration

Mississippi College Clinton, MS

### **Professional Training (BGCA)**

- Advance Leadership Program Graduate
- New Executive Orientation Graduate
- Know how for Management level
- Creating Effective Boards
- SOAAP Cluster Executive Management training
- Fundraising
- Special Events

## **Skills:**

- Customer Service
- Facilities Management
- Budget Management
- Club Operations
- Grant Writing and Management
- Special Events/ Fundraisers
- Public Speaker
- Communications

## **Director, City of Jackson, Department of Parks & Recreation Jackson, MS**

*(July 2017 to Present)*

Continue to be responsible for the support and overall management of (57) Parks, (72) Athletic Fields, (4) Community Centers, (5) Gymnasiums, (9) Swimming Pools, (61) Tennis Courts (6) Clay Tennis Courts, (17) Pavilion Rentals; as well as the Park Maintenance Facility, which' includes: (2) Golf Courses (270+ acres), (1) Driving Range, (1) Botanical Garden, (1) Model Airplane, (1) City Zoo, City's Right away (280 miles), Downtown Landscaping, (6) Cemeteries, all Gateways and Cornerstones.

- Relocated the Park Maintenance Division from a dilapidated building and yard facility to a new 24,000 square foot office/warehouse space location with real-time JPD command center security.
- Successfully introduced the Jackson Soulful Concert Series consisting of multiple A-List Entertainers providing indoor and outdoor concerts at affordable costs to the public.
- Re-introduced the Mayor's Cup Golf Tournament, which sells out each year, bringing the pro/semi-pro golf community and junior golfers together, generating revenue that continues to help provide funding for our junior golf programs.
- Successfully updated and installed four (4) playgrounds with new playground equipment complete with new rubberized surfacing; installed one (1) splashpad the Presidential Hills II Park, facilitated and obtained funding to repair and re-pave the road at Buddy Butts Park.
- Updated gymnasiums and community centers in all Wards.
- Re-opened the Zoo, making great strides in improvements; successfully converted employees from contract service to full-time City of Jackson employees with full benefits.

## **Deputy Director, City of Jackson, Department of Parks & Recreation, Jackson, MS**

*(July 2016 to July 2017)*

Responsible for the support and overall management of (57) Parks, (72) Athletic Fields, (4) Community Centers, (5) Gymnasiums, (9) Swimming Pools, (61) Tennis Courts (6) Clay Tennis Courts, (17) Pavilion Rentals; as well as the Park Maintenance Facility, which' includes: (2) Golf Courses (270+ acres), (1) Driving Range, (1) Botanical Garden, (1) Model Airplane, (1) City Zoo, City's Right away (280 miles), Downtown Landscaping, (6) Cemeteries, all Gateways and Cornerstones.

- Manage the development and implementation of Parks & Recreation departmental goals and objectives.
- Responsible for the compilation of Jacks Stats Monthly Reports; monitoring achievement of goals and objectives for (14) divisions.
- Oversee and develop Municipal golf courses to improve efficiency, create maintenance schedules, and contact various resources to help maintain the courses.
- Develop partnerships within the City of Jackson, bringing with them, additional funding, as well as enhanced programs that will help with the update and maintenance of our facilities, i.e., Friends of the Mississippi Basin River Model, Alpha Kappa Alpha Sorority, Boys & Girls Clubs.

## Awards:

- A two-time recipient of the Outstanding Customer Service Quarterly Award
- Customer Care Representative of the Year Award
- Wheeler-Dowe Boys and Girls Club Volunteer Award

## National Boys and Girls Clubs Committee

- NFL/BGCA Advisory Board Council
- Southeast Administration Steering Committee
- Midwest Keystone Advisory Council
- SOAAP Planning Committee
- Midwest YDC Committee (3 times)
- Midwest Keystone conference Committee (4 times)
- BGCA Field Consultant for the Southeast Region

## Career Highlights:

- Featured on NBA/ TV 30 minute special in receiving a grant to refurbish our gymnasium.

<http://www.youtube.com/watch?v=aXx3hqsdC9g>  
<http://www.youtube.com/watch?v=zlKV5-61STU>  
<http://www.youtube.com/watch?v=7oHiLGjia7Q>  
<http://www.youtube.com/watch?v=LJctsC6e4Yw>

- Featured in the Indy Star newspaper as a Stand-up Dad.
- We produced several statewide Youth of the Year winners.
- Developed "Pathway to the Promise College and Cultural Tour" and traveled with over 900 students to ever HBCU in America

**Ison B. Harris Jr.**  
Page 2

## Deputy Director, City of Jackson, Department of Parks & Recreation, Jackson, MS - Cont'd

- Plan, direct and coordinate, through managers, the development of the department's work plan, assign work activities, projects and programs, monitor work flow; review and evaluate work products, methods and procedures. Meet with management staff to identify and resolve problems.
- Participate in the development and administration of a \$5 million plus dollar budget.
- Assist in the selection, supervision, training and evaluation of approximately 100 employees.
- Attend all Council work sessions and meetings, as well as a wide variety of community and inter-departmental city meetings.

## Vice-President of Operations, Boys & Girls Clubs of Central Mississippi Jackson, MS

(February 2014 to August 2015)

- Responsible for the support and overall management of (4) Units and Campsite.
- Promotes participation in overall club activities and events by establishing good relations with the youth, the community, and parents.
- Established and the overseer of a City-Wide Youth Athletic program.
- Worked closely with the Director of Maintenance to assure building upkeep.
- Increased the average daily attendance to over 200 members.
- Helped develop many new partnerships and renew old partnerships.
- Helped develop many City-Wide events i.e. Day for Kids, Be Great Graduate.
- Supervised the overall club programs.
- Supervised the National Youth Outcome Surveys.
- Developed the Training Calendar for the Organization.
- Helped to maintain a \$2.7 million budget.
- Provided supervision and leadership for up to 65 staff members, to assure they possessed the ability to carry out the club's youth development mission.
- Worked closely with BGCA to secure sites for the State Youth of the Year event.
- Served as Chair-Elect for the Statewide All Staff Training Conferences.

## Chief Professional Officer, Boys & Girls Clubs of Central Louisiana Alexandria, LA

(October 2012 to February 2014)

- Responsible for the management, supervision, support and development of the Boys & Girls Club (Alexandria, Louisiana area).
- Fulfilled all administrative functions in a timely and comprehensive manner.
- Helped operate and facilitate the club programs with all volunteer staff.
- Partnered with the Housing Authority, securing an additional facility, which allowed the Boys & Girls Club to further grow and operate club programs.
- Administrator of fund raising and Special Events i.e., Golf Outing, Basketball Tournaments and Bike Riding events.
- Prepared and managed grants for the Boys & Girls Club.
- Developed a wide-variety of partnerships within the community, municipal government, local organizations and churches.
- Promoted participation in overall club activities and events by establishing good relations with the youth, the community, and parents.
- Developed a board to assist in the direction corporate management of the Club.
- Assisted in the development of committees as well as committee assignments.
- Recruited members and volunteers.

## Chief Professional Officer, Oprah Winfrey Boys and Girls Club Kosciusko, MS

(May 2009 to August 2012)

- Responsible for the management, development and overall support of the Club.

# Ison B. Harris Jr.

Page 3

## **Chief Professional Officer, Oprah Winfrey Boys and Girls Club Kosciusko, MS - Cont'd**

*(May 2009 to August 2012)*

- Promoted participation in all club activities and events, by establishing good relations with the youth, parents, and the community.
- Supervised the overall club programs.
- Fulfilled all administrative functions in a timely and comprehensive manner.
- *Helped raise and manage an \$800,000 annual budget*
- Responsible for making sure the Club maintained a well-qualified and professional staff at all times, through aggressive recruitment and hiring practices, as well as through frequent training sessions and evaluations.
- Ensured staff competency by providing positive reinforcement and career development for all staff members through frequent workshops and trainings.
- Coordinated the outcome measurement and school achievement data collection process.
- Responsible for maintaining optimum care of the facility and surrounding grounds.
- Handled all public relation and news media inquiries and interviews.
- Responsible for managing the Carthage, MS unit's \$140,000 annual budget.
- Provided supervision and leadership for up to 22 staff members at both units, to ensure that all staff members developed the ability to carry out the Club's youth development mission.
- Provided monthly reports to keep the Board of Directors updated and abreast of all current issues and events.
- Helped recruit New Board members.
- Created the Oprah Winfrey Boys and Girls Club Annual Report, and submitted the report to the Oprah Winfrey Foundation and Management Organization.
- Created a Restricted Account to manage grants and to also implement a grant tracking process to ensure transparency.
- Maintained and operated a \$5,000,000 facility budget.

### **Other Areas of Experience**

- *Production Manager Nissan North America Canton, Mississippi (2016)*
- *Unit Director, Boys & Girls Clubs of Indianapolis-Wheeler Dowe Unit (2000-2009)*
- *Associate Broker, Charles Schwab, Indianapolis, Indiana (1999 -2000)*
- *Recruiter, Martin University, Indianapolis, Indiana (1997-1999)*
- *Customer Service Lead BellSouth Mobility, Jackson, MS and Indianapolis, IN (1994-1997)*

*References available upon request.*

OFFICE OF THE CITY CLERK  
MURPHY  
9/21/2021

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ANGELA HARRIS AS MUNICIPAL CLERK, CITY OF JACKSON, MISSISSIPPI.**

**WHEREAS**, on September 27, 2021, the Mayor appointed Angela Harris as Municipal Clerk for the City of Jackson, Mississippi; and

**WHEREAS**, the appointment came before the City Council for confirmation as required by Section 21-8-23, Mississippi Code of 1972, as amended; and

**WHEREAS**, the City Council has considered the appointment, and a majority of the Council present and voting has determined that the appointment should be confirmed.

**IT IS, THEREFORE, ORDERED** by the City Council of the City of Jackson, Mississippi, that the appointment of Angela Harris as Municipal Clerk for the City of Jackson, Mississippi, is hereby confirmed.

(LUMUMBA)

Agenda Item #6  
Agenda Date: September 27, 2021  
(LUMUMBA)


Office of the City Attorney

455 East Capitol Street  
Two-Office Bldg 2179  
Jackson, MS 39201-1071  
Telephone: (601) 566-1700  
Facsimile: (601) 908-1700

## OFFICE OF THE CITY ATTORNEY

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This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ANGELA HARRIS AS MUNICIPAL CLERK, CITY OF JACKSON, MISSISSIPPI** is legally sufficient for placement in NOVUS Agenda.

  
\_\_\_\_\_  
Monica D. Allen, City Attorney (Interim)

  
\_\_\_\_\_  
DATE

OFFICE OF THE CITY ATTORNEY  
9/21/2021

# ANGELA HARRIS

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## PERSONAL STATEMENT

I am goal-oriented with a strong drive for efficiency and task completion. I am an organized, honorable, dedicated and quality-focused professional who approaches tasks with tenacity and leadership. I am adept in interacting with the public, outside entities and other departments. I'm looking forward to an opportunity to continue to utilize my skills, knowledge and experience as the Municipal Clerk for the City of Jackson, Mississippi.

## PROFESSIONAL EXPERIENCE

### June 2020 – present

#### **Municipal Clerk, CITY OF JACKSON**

- Assumes management responsibility for all services and activities within the department
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Plan, direct, coordinate and review the work plan for assigned staff within the department
- Ensure accurate up-to-date filing of all City ordinances, agreements, contracts; sign and certify all official City minutes and documents.
- Oversee and supervise all public records requests
- Perform all duties as set forth in statutory laws of the Mississippi Code Annotated 1972 and City of Jackson Ordinances

### January 2020- June 2020

#### **Interim Chief Deputy Municipal Clerk, CITY OF JACKSON**

- Provides general administrative directives to staff
- Provides positive customer serve within and outside of office
- Perform duties as set forth in statutory laws of the Mississippi Code Annotated 1972 and City of Jackson Ordinances

### July 2013 – January 2020

#### **Deputy City Clerk, CITY OF JACKSON**

- Prepared agendas and minutes for all regular, special and committee meetings for the City Council
- Novus Agenda coordinator
- Created meeting schedule to post all Council Committee meeting agendas and minutes on the website
- Provided assistance for municipal elections
- Processed Ad Valorem taxes

- Prepared Fund Summary for final claims docket
- Prepared notices and poll Council members for all Council meetings
- Prepared all ordinances for Municipal Code Corporation
- Provided office support for Councilman Melvin Priester, Jr.

## **EDUCATION**

**MAY 1990**

**BACHELOR OF SCIENCE, OFFICE ADMINISTRATION, JACKSON STATE UNIVERSITY**

## **SKILLS**

- Microsoft Office (Word, Power Point, Excel)
- Novus Agenda Management
- Parliamentary Procedure for Board Meetings
- Strong leadership ability, integrity, organization

## **CERTIFICATIONS**

- Certified Mississippi Municipal Clerk (CMMC)
- International Institute of Municipal Clerks (CMC)

## **REFERENCES**

Available Upon Request



**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF JAMES DAVIS AS CHIEF OF POLICE, CITY OF JACKSON, MISSISSIPPI.**

**WHEREAS**, on September 27, 2021, the Mayor appointed James Davis, as Chief of Police for the City of Jackson, Mississippi; and

**WHEREAS**, the appointment came before the City Council for confirmation as required by Section 21-8-23, Mississippi Code of 1972, as amended; and

**WHEREAS**, the City Council has considered the appointment, and a majority of the Council present and voting has determined that the appointment should be confirmed.

**IT IS, THEREFORE, ORDERED** by the City Council of the City of Jackson, Mississippi, that the appointment of James Davis as Chief of Police for the City of Jackson, Mississippi, is hereby confirmed.

(LUMUMBA)

Agenda Item #7  
Agenda Date: September 27, 2021  
(LUMUMBA)


Office of the City Attorney

455 East Capitol Street  
Post Office Box 2700  
Jackson, Mississippi 39202  
Telephone: (601) 358-1700  
Facsimile: (601) 358-1750

## OFFICE OF THE CITY ATTORNEY

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This ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF JAMES DAVIS AS CHIEF OF POLICE, CITY OF JACKSON, MISSISSIPPI is legally sufficient for placement in NOVUS Agenda.

  
\_\_\_\_\_  
Monica D. Allen, City Attorney (Interim)

  
\_\_\_\_\_  
DATE

OFFICE OF THE CITY ATTORNEY  
MDA 9/21/2024



**JAMES E. DAVIS**  
Interim  
Chief of Police  
City of Jackson (MS)

#### PROFESSIONAL PROFILE

- Approximately 28 years of active service as a police officer
- Matriculated, incremental rankings and promotions from Patrol Officer (1994) to Interim Chief of Police (present)
- Strategically plan, direct, manage and oversee activities and operations
- Excellent skills in providing direct and in direct supervision over command leadership and all JPD personnel
- Dynamic partnership with the Mayor's office, community, churches, schools, and businesses in the city
- Representative of the JPD to external entities and government offices
- Tenured coordination of targeted training and professional development of officers and JPD personnel
- Dedicated to professional, authentic, and job-embedded training for police officers
- Committed to community policing
- Outstanding public relations and community involvement

#### CONTACT INFORMATION

CITY PHONE: 601-259-0538  
OFFICE PHONE: 601-960-1217  
[jdavis@city.jackson.ms.us](mailto:jdavis@city.jackson.ms.us)

## ACCOMPLISHMENTS SINCE BEING APPOINTED INTERIM CHIEF IN JULY 2018

- Successful installation and implementation of a state-of-the-art Real Time Command Center (RTCC) – first of its kind in the city's history
- Successful installation and use of a **network of city-wide cameras** that provide 27/7 surveillance: 96 cameras, 8 impound lots, 600+ MDOT cameras, and 400+ cameras with FUSUS
- Successful submission and receipt of **grants** awarded to the JPD totaling **\$6,713,538**
- Successful submission and receipt of **JAG Grant** awarding 6 new Motorcycles with Helmet and light assembling
- Successful strategic planning and execution of 3 city-wide auctions raising approximately **\$826,000**
- Successful purchases and training to provide new, updated **technology and equipment** for JPD officers; 331 body cameras, 144 taser, and laptops for patrol cars
- Successful development and execution of **Operations** throughout the city to increase police presence, curb violent crimes, and apprehend criminals: Firestorm, Fuel Up, Safe Street, Safe Highway, Belhaven, Slow Down/Cruising Detail, Commitment, TEAM, and VGRIP
- Successful partnerships with federal and local law enforcement agencies: Crime Strategy Meetings, VGRIP, FBI, ATF, DEA, MBI, MBN, Homeland Security, MHP HCSO and US Marshall
- Successful oversight to **increase the salary** for sworn officers to promote retention and recruitment efforts
  - ✓ 2021 budget: \$30,000 entry level – less than 3 years; \$33,000 – 3 years; and \$35,000 – 5 years
  - ✓ 2022 budget (projected): \$41,000 Corporal base salary; JPD Dispatchers salary increased to \$15/hour
- Successful initiation and graduation of **8** recruit classes – increasing number of sworn officers by **89**
- Successful enhancement of community involvement and **public relation** efforts: ABC (Apartment, Business, and Church Coalition); Youth Police Training Academy; Food Drive with MS Food Bank; Christmas Toy Drive; Unite Mississippi, National Night Out; Mission First Organization; Healing the City Coalition; Citizen's Academy "Truck-A-Treat"; Knock & Talk, and Faith & Blue and Buckle-Up Mississippi

# LAW ENFORCEMENT EXPERIENCE

## **Interim Chief of Police (*Jackson Police Department*) [July 2018–Present]**

- Highly responsible administrative work in directing and coordinating activities of the personnel and ranks of the Jackson Police Department.
- Responsible for planning, coordinating and directing a number of subordinates, who are in charge of specific components.
- Work involves constant study of and familiarity with operations, programs and procedure matters relative to various subgroups
- Responsible for practical budgetary preparation, personnel action and matters pertaining to disciplinary actions
- Full management responsibility for all Police Department services and activities including maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; recommend and administer policies and procedures
- Confer with citizens and city officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies; ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes
- Represent the Police Department to other city departments, elected officials and outside agencies; explain, justify and defend Police Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Manage and participate in the development and administration of the Police Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation of and implement budgetary adjustments as necessary
- Oversee, review and approve all purchase acquisitions, personnel orders, leave requests, payroll and other administrative functions; delegate administrative functions as appropriate.

**Assistant Chief of Police**  
***(Jackson Police Department)***  
**[January 2018– July 2018]**

- Acted as Chief of Police in the absence of the Chief
- Highly responsible administrative and technical work in the assisting of the Chief of Police in directing the operations and functions of the Department
- Work involved the primary responsibility for coordinating and supervising a major group of functions relating to the proper enforcement of laws and city ordinances, crime prevention, and protection of life and property
- Work also involved assisting in formulation, modification and improvement of policies, schedules and procedures as they relate to employees, equipment and facilities.
- Performed duties with broad technical discretion and independence under the general supervision of the Chief of Police
- Job performance was reviewed through discussions, meetings, reports and results of program objectives
- Use departmental computer equipment to review records about activities and programs and input data

**Deputy Chief of Police**  
***(Jackson Police Department)***  
**[December 2015–January 2018]**

- Supervised Patrol Operations Division; prepares patrol schedules; assist precinct Commanders; assesses situations and advises employees
- Responsible for public safety/protection, special events, beat patrol, and criminal investigation work.
- Assured that procedural orders from the Chief of Police are carried out efficiently; and for assisting in the development and modification of rules and regulations.
- Addressed all public relations issues, concerns, complaints as it relates to crime and to build a positive working relationship with the public.
- Development and implementation of goals and objectives to address issues, concerns, complains that may arise in the patrol division.

- Monitored and evaluated the efficiency and effectiveness of Police service delivery to our citizens.
- Coordinated staff training to provide positive motivation for patrol officers in the performance of their duties.
- Ensured that patrol operations practiced work-place safety and provide quality police services by meeting with staff to identify and resolve problems
- Attended community meetings throughout the city to develop a greater partnership between the public and police
- Trained staff members; administers employee evaluations; participates in the development of departmental policy
- Required, when ordered, to serve in an acting capacity for the next higher rank – Assistant Chief and/or the Chief of Police
- Supervised the maintenance of records pertaining to personnel, research, reports, and training
- Planned Command Special Operations with respect to equipment and personnel required and supervises the implementation of such plans; evaluates applicants for employment.
- Planned and facilitated special community events requiring law enforcement participation; establishes and maintains a customer service orientation within patrol operations by maintain a close professional working relationship with outside agencies to address crime issues in our city with MHP, MBN, MDOC, ATF, FBI, DEA, USMS HCSO, Homeland Security, JSU, and UMMC.
- Provided and facilitated technical and administrative components of crime prevention, law enforcement and related functions
- Work was performed under the general supervision of the Assistant Chief of Police

### **District Two Commander (JPD)**

**[2014 – 2015]**

- Supervised Precinct Three and Precinct Four
- Development and implementation of goals, objectives for District Two
- Scheduled personnel according to workload and crime trends
- Performed management level oversight responsible for public protection, law enforcement, and criminal investigation work
- Monitored conditions of emergency, public danger, civil disorder, and sensitive public opinion
- Evaluated the discipline and effective action necessary for officers
- Carried out, explained, coordinated, and executed departmental policies and methods

### **Commander (JPD)**

**[2013-2014]**

- Supervises patrolman and civilians in Precinct Three
- Scheduled personnel according to workload and crime trends
- Planned, supervised, and reviewed the performance and activities for patrolman
- Attended neighborhood association meetings throughout Precinct Three to develop a greater partnership between the public and police

### **Lieutenant (JPD)**

**[2011-2013]**

- Assumed management responsibility for the day-to-day operation of the Precinct
- Managed and participated in the development and implementation of goals, objectives, and policies
- Ensured safe work practices, quality, and accuracy; meets with staff to identify and resolve problems
- Identified and resolved staff deficiencies and initiated discipline procedures
- Supervised reviews and participated in the preparation of reports and other written materials
- Maintenance of departmental records; inspected departmental equipment and ensures that deficiencies

**Sergeant (JPD)**  
**[2009-2010]**

Supervised shift in Precinct Five

Scheduled personnel according to workload and crime trends

When a higher-ranking officer was absent, assured precinct operational efficiency

Assigned, reviewed and participated in the work of sworn and non-sworn staff responsible for providing patrol, traffic, investigations, crime prevention

**Range Master (Firearms Instructor and Certifier)**  
**(JDP)**  
**[2006-2009]**

- Supervised maintenance of the firing range and all its equipment.
- Provided firearms qualifications for Jackson Police Department sworn police officers
- Provided personal instruction to include remedial instruction and training as needed
- Planned, scheduled, and conducted firearms training activities
- Ensured the overall safety and efficient operation on the firing range
- Coordinated range schedule
- Reinforced firing range safety rules and regulations.
- Maintained an emergency plan for treatment of injuries; and developed and executed lesson plans for training sessions for firearms in-service training
- Operated, demonstrate, and fired a variety of weapons shotguns, handguns, and rifles; and incorporated new and advanced training aids into existing programs—this is made possible by frequent workshops, training and certification courses
- Reviewed department policies, procedures, laws, and codes related to the use of force and recommends changes as needed
- Conducted inspections of department-issued and authorized weapons, armory, and range equipment



- Ordered range supplies within budget guidelines and maintained inventory control
- Prepared and distributed official. correspondence, memos and schedules regarding qualification, weapons maintenance and other pertinent information
- Observed the destruction of weapons and ammunition and maintain records regarding the same
- Delivered and retrieved weapons in need of repair
- administer written and shooting proficiency tests to JPD sworn police officers
- Maintained complete inventory of weapons and ammunitions
- Maintained individual records of each officer's weapon and date of acquisition

#### **S.W.A.T. Team (*JPD*)**

**[1998-2015]**

- Served high-risk warrants; and resolved high-risk tactical situations
- Engaged in tackle hostage and rescue situations
- Provide dignitary protection for special events
- Performed search and rescue operations
- Performed covert and undercover tactile operations
- Certified distinguished marksmanship
- Apprehended suspects who have barracked themselves from the police; and provided assistant for drug raids
- Acted as additional security for special events
- Provided crowd control at special events
- Trained in rappelling, roping, and high-level explosives

#### **Firearms Instructor (*JPD*)**

**[2004-2006]**

- Assisted the Range Master
- Demonstrated and taught marksmanship and ability skills with pistols, revolvers and shotguns to officers
- Demonstrated and taught competency in all aspects of weapon operation; and taught competency in classroom instructional techniques

**Patrol Officer (JPD)**  
**[1994-2004]**

- Patrolled streets and resolve neighborhood conflicts
- Responsible for crime suppression
- Worked traffic accidents
- Enforced traffic laws
- Pursued and apprehend crime suspects
- Wrote comprehensive, daily reports
- Worked special details such as neighborhood watch
- Worked specialized street level narcotics, search warrants, and arrests

## COMMENDATIONS & HONORS

- Nomination for Police Officer of the Year, 2005
- Certificate of Commendation, 1996, 2004, and 2007
- Police Officer of the Month, 1995 and 2004
- Meritorious Service Award, 2003
- Certification of Commendation from Neighborhood Watch, 1996
- Certificate of Appreciations, 2014 and 2015
- NRA National Police Shooting Championship, 1997 – 2004
- NRA of Law Enforcement Certificate, *Life Member*

# EDUCATION, CERTIFICATION & LAW ENFORCEMENT TRAINING

- Strayer University (B.S., Criminal Justice, 2017-current)
- Mississippi Command College (*Criminal Justice Certification*, 1996)
- Jackson Police Department Training Academy
- Michigan State University/JPD Criminal Justice Certification
- Criminal Justice Wellness Instructor Certification (Orlando, FL)
- Basic Investigation Class I and II (JPD)
- MS Crime Laboratory – Collection and Preservation of Physical Evidence
- Vehicle Recovery, Basic Interview Techniques, Officer Survival and Patrol Tactics, Criminal Interdiction, Sexual Harassment Trainings
- Certification in Lasers, Metal-Tech, Glock Armorers and Taser X26
- Distinguished Expert (9mm Glock)
- FEMA IS-00100 and FEMA IS-00700
- NRA Handgun/Shotgun Course (Instructor)
- Rapid Response to Active Shooter Training (Instructor)
- Less Lethal Specialty Impact Munitions Training
- Leadership Through Understanding Human Behavior Training
- South Natchez High School

**-END OF RESUME-**