



**SPECIAL MEETING OF THE CITY COUNCIL
CITY OF JACKSON, MISSISSIPPI**

September 30, 2025

AGENDA

2:00 PM

CALL TO ORDER BY THE PRESIDENT

- 1 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF RASEAN O. THOMAS AS THE FIRE CHIEF FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 2 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PIETER TEEUWISSEN AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 3 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF NIC LOTT AS DIRECTOR OF THE DEPARTMENT OF CONSTITUENT SERVICES AND COMMUNICATIONS, CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 4 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF ANGELA HARRIS AS THE MUNICIPAL CLERK FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 5 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF TOYA MARTIN AS DIRECTOR OF THE DEPARTMENT OF HUMAN RESOURCES, CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 6 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PAMELA D. C. JUNIOR AS DIRECTOR OF THE DEPARTMENT OF HUMAN & CULTURAL SERVICES FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 7 **ORDER CONFIRMING APPOINTMENT OF NATHAN SLATER, INFORMATION TECHNOLOGY (IT) DIRECTOR FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 8 **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF LORENZO ANDERSON, P.E. AS DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**
- 9 **ORDER CONFIRMING APPOINTMENT OF DREW M. MARTIN, CITY ATTORNEY FOR THE CITY OF JACKSON, MISSISSIPPI. (HORHN)**

REPORTS FROM MEMBERS OR DEPARTMENT DIRECTORS

ANNOUNCEMENTS

ADJOURNMENT

ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF RASEAN O. THOMAS AS THE FIRE CHIEF FOR THE CITY OF JACKSON, MISSISSIPPI.

WHEREAS, on September 30, 2025, the Mayor appointed RaSean O. Thomas as the Fire Chief for the Jackson Fire Department 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 RaSean O. Thomas as the Fire Chief for the City of Jackson, Mississippi, is hereby confirmed.

(HOHRN)

Agenda Item No.: 1
September 30, 2025
Horn

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

This ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF
RASEAN O. THOMAS AS THE FIRE CHIEF FOR THE CITY OF
JACKSON, MISSISSIPPI.



Drew Martin, City Attorney 
Sondra Moncure, Special Assistant 



Date

RS

INFO



Phone
2286975165



Email

EDUCATION

High School Piney Woods School
Graduated in 1997

Hinds Community College, Liberty
University

Newburgh Theological Seminary
Bachelor of Art in Theology | June 2022

CERTIFICATIONS

City of Jackson - Mississippi
Adult Defensive Driving Class 2010

E-one | Aerial Delivery Training 2020

US Department of Homeland Security
Emergency Management Institute

- Introduction to the Incident Command System (ICS 100) | 2008
- ICS for Single Resources and Initial Action Incidents - 2008
- National Incident Management System (NIMS) 2005
- National Response Framework (Introduction) 2008

Transportation Security Administration
Mississippi Highway Watch Training

Jackson Fire Department

- Fire Officer I & II - 2004
- Fire Instructor 1041 - 2004

Domestic Preparedness Equipment
Technical Assistance Program (DPETAP)

- MultiRAE Plus for Operators- 2003
- O & M of the Draeger Civil Defense System (CDS) - 2003
- O & M of the Ludlum Model 2241-2 Emergency [Radiological] Response - 2003
- O & M of the Draeger Chip

RaSean O. Thomas



PERSONAL SUMMARY

Hardworking and passionate firefighter with over 20 years of hands-on experience in the fire department leveraging expertise of firefighting, fire prevention and inspections. Dedicated to protecting lives and property through dedicated service performing firefighting, first-responder, emergency-medical and fire-prevention duties. Visionary with vast knowledge and proven track record of fire services management leveraging knowledge of fire systems, policies procedures, and tools. Adept at directing training operations including inspections, drills, and performance evaluation ensuring strict adherence to established policies and

regulations. Possess excellent leadership, communication, team management, and decision-making skills.



KEY SKILLS AND CORE COMPETENCIES

- Conducting training programs for department personnel according to established standards and department policies and procedures.
- Developing, reviewing and implementing firefighting policies and procedures in accordance with the municipal by-law, federal and provincial legislation.
- Enforcing policies and procedures through daily supervision and performance documentation.
- Overseeing daily operations, organizing committee meetings, managing finances and budgets.
- Directing fire response rescue operations and emergency medical assistance provision.
- Inspecting firefighting equipment leveraging extensive knowledge of power equipment, such as axes, water hoses, aerial ladders and hydraulic equipment and firefighting chemicals.
- Inspecting buildings for fire presentation and hazardous materials leveraging knowledge of code violation
- Fire prevention, suppression, investigation, and inspection principles, practices, and techniques.
- Leading search and rescue operations, analyzing fire emergencies, and administering first aid.



PROFESSIONAL EXPERIENCE

City of Jackson Fire Department
Fireman | Fire Captain.

2000 - Present

- Managing the fire department, deploying appropriate personnel to various activities; supervising crew members and evaluating work performance of employees.
- Ensuring proper and safe operation of personnel and equipment at fire scenes with compliance to correct procedures and safety rules.
- Organizing, directing and implementing fire prevention, suppression, and emergency medical services
- Instructing and drilling fire department personnel in assigned duties, including firefighting, medical care, hazardous materials response.
- Performing engine maintenance, general warehouse duties, and administrative/computer skills, answering calls as well as first aid and CPR.
- Participating in public awareness seminars through the education of fire hazard safety and escape and evacuation plans.
- Demonstrating work as a team player who promotes high morale within the department.

- Mississippi State Fire Academy - Driver Operator

EXPERTISE

- Strategic Planning
- Municipal Codes
- Firefighting Operations
- Fire protection
- Quality control guidelines
- First Aid/ CPR
- Finance and Budget
- Vehicle Fires & Extractions
- Chemical & Magnesium Fires
- Structural & High-Rise Fires
- Incident Command System (ICS)
- Firefighter Assist & Search Team (FAST)
- Rapid Intervention Team (RIT)
- Fire Protection

Jackson Police Department Reserve Unit

Nov 2006 - 2019

- Executing assigned responsibilities including patrolling assigned areas for suspicious activity, writing incident reports, and collaborating with other officers on the scene.
- Enforce laws, protect persons and property, and participate in crime prevention
- Document investigative findings and obtained documented witness, subject, and victim statements.
- Interview complainants, witnesses, suspects, and others who may have knowledge of a crime to obtain facts and information.
- Respond to calls and answer inquiries, resolve problems, and provide desired assistance.
- Directed departmental operations, implemented policy reforms, and enhanced community policing initiatives.
- Supervised law enforcement personnel, conducted training programs, and ensured adherence to legal standards.

Habitat for Humanity Metro Jackson Warehouse Manager

2004 - 2006

- Managed work procedures to meet warehouse demands as dictated by production schedules and workflow.
- Monitored incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of shipments.
- Verified inventory computations by comparing inventory reports to physical stock and investigating and reporting any discrepancies and correcting errors.
- Ensured the proper maintenance and cleaning of equipment, tools, supplies and storage areas while upholding compliance with strict safety regulations.
- Acted as a liaison between customers and management with regards to materials/items needed in store.
- Experienced at customer service, sales of merchandise, inventory of items, operating forklift, organizing merchandise and general warehouse duties.
- Acted as a floor captain and cashier when service is needed.

U.S. MARINES CORP

Sep 1997 - May 1999

- Served as a U.S. Marine, working in the warehouse division.
- Held supervisory position responsible for over 300 marines.
- Led training and leadership classes by instructing over 2000 marines in how to work in warehouse environment all with military's safety rules and regulations.
- Delegated tasks to keep warehouse neat, clean, and organized as well as to run smoothly.
- Maintained marine work schedules including time off and breaks.

Christ's Kingdom Advancing Ministries

Bishop (2016-Present)

- Provide spiritual leadership, oversee ministry operations, and guide community outreach initiatives.
- Develop and implement programs addressing community needs, including counseling and support services.
- Collaborate with civic organizations to promote social welfare and community development.
- Lead congregational activities, deliver sermons, and mentor ministry staff.
- <https://ckministries.com/>

~~Associate Minister, Strategic Hope Baptist Church, Jackson, MS 2009 – Present~~

- Support the senior pastor in ministry leadership and teaching responsibilities.
- Deliver sermons, lead prayer services, and provide spiritual support to church members.
- Assist in planning and executing church events and religious education programs.
- Actively participate in community service and engagement initiatives.

Pastor Calvary Baptist Church, Yazoo City, MS 2009 – Present

- Lead weekly worship services and Bible studies, offering spiritual guidance and support to the congregation.
- Coordinate community outreach programs and church events.
- Provide pastoral counseling and mentorship to individuals and families.
- Manage church administration and collaborate with church leaders on vision and growth strategies.

Union President of Jackson MS Fire Department (2018-present)

- Serve as Union President of the largest fire department in the state, representing the interests of all members.
- Successfully negotiated major victories including salary increases, improved benefits, and enhanced working conditions.
- Lead advocacy efforts and policy negotiations between department leadership and union members.
- Continue to fulfill fire captain responsibilities while promoting morale, fairness, and operational efficiency.

Hinds Community College

Campus Police Chief (2022-2023)

- Oversaw all campus security operations, ensuring safety for students, staff, and visitors.
- Coordinated with local law enforcement agencies to manage emergency response procedures.
- Implemented and maintained security policies and procedures in accordance with state and federal laws.
- Conducted regular training and drills with campus police personnel.

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PIETER
TEEUWISSEN AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE CITY
OF JACKSON, MISSISSIPPI.**

WHEREAS, on September 30, 2025, the Mayor appointed Pieter Teeuwissen as the Chief Administrative Officer 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 Pieter Teeuwissen as the Chief Administrative Officer for the City of Jackson, Mississippi, is hereby confirmed.

Agenda Item No. 2
September 30, 2025
Horn

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

This ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PIETER TEEUWISSEN AS THE CHIEF ADMINISTRATIVE OFFICER FOR THE CITY OF JACKSON, MISSISSIPPI is legally sufficient for placement in NOVUS Agenda.


Drew Martin, City Attorney
Sondra Moncure, Special Assistant 


Date

Pieter Teeuwissen of Jackson earned his B.A. from Tougaloo College, J.D. from the University of Minnesota, with additional study in economics and public policy as a Sloan Fellow at Princeton University. He was admitted to The Mississippi Bar in 1990.

Between December 2023 and January 2025, Pieter served as a Hinds County Court Judge presiding over the civil docket where he resolved 5,000 cases with only six appeals. Pieter previously served as Board Attorney for Hinds County and as City Attorney for Jackson, Mississippi. As appointed by the Mississippi Supreme Court, Pieter is the longest-tenured member of the Mississippi Board of Bar Admissions, having served as both Chair and Vice-Chair. For over a decade, Pieter has also served as a National Conference of Bar Examiners committee member (Diversity; MBE; Education). He is a member of the Magnolia Bar Association (receiving the Government Service and R. Jess Brown Awards), the Mississippi Bar Association, the Capital Area and Fifth Circuit bar associations, with committee service for all of the bar associations. The Mississippi Bar Foundation has inducted Pieter as a Fellow, an honor reserved for no more than 10% of the bar.

Pieter has extensive trial and appellate experience in both state and federal courts, including multiple oral arguments of the Mississippi Supreme Court and the Court of Appeals, as well as multiple oral arguments before the United States Court of Appeals for the Fifth Circuit. In addition to courtroom experience, he has negotiated a variety of complex consent decrees and financial transactions on behalf of local government.

The Teeuwissens are long-time members of New Hope Baptist Church (Pastor Jerry Young), opened Wingstop on Ellis Avenue two decades ago and have served the community via the Mississippi Food Network and other organizations.

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF NIC LOTT
AS DIRECTOR OF THE DEPARTMENT OF CONSTITUENT SERVICES
AND COMMUNICATIONS, CITY OF JACKSON, MISSISSIPPI.**

WHEREAS, on September 30, 2025, the Mayor appointed Nic Lott as Director of the Department of Constituent Services and Communications 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 Nic Lott as Director of the Department of Constituent Services and Communications for the City of Jackson, Mississippi, is hereby confirmed.

(HORHN)

Agenda Item No.: 3
September 30, 2025
Horhn

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

This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF NIC LOTT AS DIRECTOR OF THE DEPARTMENT OF CONSTITUENT SERVICES AND COMMUNICATIONS, CITY OF JACKSON, MISSISSIPPI** is legally sufficient for placement in NOVUS Agenda.



Drew Martin, City Attorney
Sondra Moncure, Special Assistant 



Date

Nic Lott - Résumé

Professional Experience

Consultant

Various Companies and Political Candidates

2019 - 2025

- Strengthen clients' positions and community exposure through strategic action.
- Develop and implement marketing strategies to appeal to broader audiences and communicate effectively with policymakers.
- Provide media and outreach consulting to enhance brand awareness and campaign management.

Mississippi Development Authority – Division of Disaster Recovery

Director of Special Compliance Operations

July 2008 – March 2019

- Developed and led the implementation of compliance policies related to fair housing, ADA, and labor.
- Conducted policy reviews impacting housing, economic development, and labor.
- Managed fair housing reports and labor compliance files.
- Directed special compliance projects and organized educational training seminars.
- Represented the governor at conferences and events statewide and nationally.

Mississippi Department of Public Safety- Office of Justice Programs

Program Manager

October 2007 – June 2008

- Determined federal grant distribution and assisted in awarding grants to domestic violence and victims' rights organizations.
- Monitored federal grants awarded to agencies and nonprofits throughout the state.
- Developed departmental grant files and accounting reports.
- Managed justice programs' monthly activity reports.
- Represented the agency at conferences and grant award events.

Mississippi Department of Corrections (MDOC)

Senior Advisor for Communications – Public Safety Issues

February 2004 – 2007

- Managed communications office; served as MDOC spokesman; responded to media inquiries.
- Assisted in implementing the Governor's Agenda within MDOC.
- Coordinated reports, agency newsletters, and aided Commissioner in intergovernmental affairs.
- Produced and edited department educational videos.

Governor-Elect Haley Barbour Inaugural, Legislative Committee Director

-November 2003-January 2004

Haley Barbour for Governor, Young Professionals Coordinator

-February 2003 – November 2003

United States House of Representatives

Floor Debate Liaison/Press Assistant

House Conference – United States Congressman J.C. Watts April 2002 - November 2002

- Developed talking points, news releases, media advisories, and legislative summaries.
- Managed communications for minority outreach.
- Drafted floor debate talking points; advised congressional members during speeches.

United States Senate Sergeant-at-Arms Office

Finance and Procurement Office Administrative Assistant

July 2001 - April 2002 under

U.S. Senate Leader Trent Lott

- Reviewed vendor proposals with SAA accounting staff; researched contractor prices.
- Created contract files for final submitted proposals.

The White House

Washington, D.C.

Intern for Office of Presidential Personnel

June 2001

- Researched executive agencies for presidential appointments; defined position specifications.
- Screened candidates by phone; scheduled interviews; assisted with appointment placements.

United States Senate, Washington, D.C.

Intern for Senate Majority Leader

June - July 2000

- Answered and directed calls efficiently, ensuring smooth communication within the office.
- Composed and managed telephone messages to maintain accurate records.
- Served as a runner to various Senate offices, facilitating timely delivery of documents and communications.
- Organized Senate-related newspaper clippings, contributing to the office's information management.

Volunteer Experience:

-Big Brothers Big Sisters of Mississippi Board of Directors, former member

-Young Leaders in Philanthropy – United Way, former member

-Lets Start Talking International Missions Buenos Aires, Argentina

Youth Missionary May 1998 - July 1998

-American Red Cross Leadership Training Center Laurel, MS Leadership Facilitator
Summer1996/Summer1997

Education:

The University of Mississippi
Bachelor of Arts May 2001 Major:
Political Science, English

Honors:

- *Who's Who in Mississippi
- *Mississippi Business Journal "Top 40 Under 40"
- *VIP Magazine's "Top Ten Fascinating People"
- *Business Chronicle's "Young Guns: Top Business and Community Leaders"
- *Who's Who Among Students in American Colleges/Universities
- *James Barksdale Leadership Award Honoree
- *Mississippi Legislature Academic Excellence Award
- *Vice President Al Gore/Senator Lamar Alexander Youth Leadership Panelist
- *United States Senate Leadership Summit

Community Involvement:

U.S. Commission on Civil Rights State Advisory Committee
Myrlie Evers Institute for the Elimination of Health Disparities Advisory Board Chairman
Young Professionals Alliance Board, former Chairman
Alliance for American Leadership Board
America's Future Foundation Board – former Mississippi Chairman
Institute for the Advancement of Minority Health Board Vice Chairman
Braver Angels-Jackson Co-Chairman
ONE
Fertile Ground Economic Development Board Vice Chairman
Young Leaders in Philanthropy, former member
Leadership Greater Jackson
Mississippi Development Authority Leadership Program
University of Mississippi College of Liberal Arts Alumni Board
Stewpot Ministries' Faith Meeting Needs Committee, former member
Big Brothers Big Sisters State Board of Directors, former member
United Way Network Board, former member
American Cancer Society Power of Pink Committee, former member

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

WHEREAS, on September 30, 2025, the Mayor appointed Angela Harris as the 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 the Municipal Clerk for the City of Jackson, Mississippi, is hereby confirmed.

(HOHRN)

Agenda Item No. 4
September 30, 2025
Horn

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

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


Drew Martin, City Attorney 
Sondra Moncure, Special Assistant 


Date

ANGELA HARRIS

PERSONAL STATEMENT

I am goal-oriented with a strong drive for efficiency and task completion. I am an organized, dependable, 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 seeking the opportunity to continue to utilize my skills, knowledge, professionalism and experience as the Municipal Clerk for the City of Jackson, Mississippi.

PROFESSIONAL EXPERIENCE

July 2025 – Present

Interim 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.
- Provides positive customer service both internally and externally to citizens and City employees
- Coordinate and manage records for the City of Jackson.
- Perform duties as set forth in statutory laws of the Mississippi Code Annotated 1972 and City of Jackson Ordinances

June 2020 – June 2025

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.
- Provides positive customer service both internally and externally to citizens and City employees
- Coordinate and manage records for the City of Jackson.
- Perform 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 service both internally and externally to citizens and City employees
- Coordinate and manage records for the City
- 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
- Posted all agendas and minutes to the website
- Created a meeting schedule to post all Council Committee meeting agendas and minutes on the website
- Provided assistance for municipal elections
- Prepared Ad Valorem taxes requests and approved orders
- Prepared Fund Summary for final claims docket
- Prepared notices and polled Council members for all Council meetings
- Prepared all ordinances for Municipal Code
- Prepared all certified orders and statement of votes
- Provided administrative support to 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 AND MEMBERSHIPS

- Certified Mississippi Municipal Clerk (CMMC)
- International Institute of Municipal Clerks (CMC-Certified Municipal Clerk)
- International Institute of Municipal Clerks (MMC-Master Municipal Clerk)
- Member of NAGARA (National Association of Government Archives and Records Administrators)

- Member of IIMC (International Institute of Municipal Clerks)

ACCOMPLISHMENTS

- Successfully opened the passport acceptance for the City of Jackson in August 2020
- Successfully opened the TSA Precheck Facility for the City of Jackson in May 2020
- Implemented the digitalization of all paper records for the City of Jackson
- Successfully conducted the first CID Improvement District for the City of Jackson in April 2022

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

WHEREAS, on September 30, 2025, 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.

(HOHRN)

Office of the City Attorney

455 East Capitol Street
Post Office Box 2779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1799
Facsimile: (601) 960-1736



OFFICE OF THE CITY ATTORNEY

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.

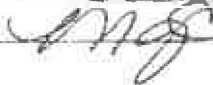


Drew Martin, City Attorney

Sondra Moncure, Special Assistant

Monica Clay, Legal Counsel

Sonn. 9/12/25



9/15/25

Date

Toya Martin

September 3, 2025

John Horhn
Mayor
City of Jackson

219 S President Street
Jackson, MS 39201

Dear Mayor Horhn:

Please accept this letter of interest and attached resume for your consideration for the position of Director of Human Resources.

I've had the opportunity to serve in this position since July 2021. I have attached a memorandum highlighting my accomplishments, since my tenure.

I would like to thank you for allowing me the opportunity to work in an interim capacity so that you could evaluate my performance. It has been an honor working alongside you and your team for the past 64 days. I can only imagine the amount of work that we can accomplish together for City employees and the citizens of Jackson.

A combination of factors including: a variety of managerial and administrative titles held in the past, extensive customer service experience and an innate sense of adapting to an independent or team oriented environment, leads me to believe that I would be a prime candidate for the position that I currently hold.

The positions that compose my employment history and formal education have exposed me to many key facets of running and working in a healthy, prospering business environment. In return it has made me knowledgeable in areas, but not limited to, retention, hiring, performance management, operations, employee relations, quality customer service and management.

I am a conscientious employee, with an ability to communicate with both my employees and customers professionally, efficiently and with a great team oriented attitude. Thus, I will prove to be an asset to your administration. I can assure you that my work experience will help me achieve all goals expected of me.

I would welcome the opportunity to discuss how my education, practical skills, and background would qualify me to be a member of your administration.

Sincerely,

Toya Martin

TOYANICOLE MARTIN

HUMAN RESOURCES MANAGEMENT

Senior operations and strategic leader offering years of ground level policy development, financial planning administration, 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.

AREAS OF EXPERTISE

Organization Development
Teambuilding & Supervision
Staff Development & Training
HR Policy Design

Budget Preparation and Forecasting
Presentations and Public Speaking
Employee Relations

Recruitment and Retention Issues
Banking and Finance Experience
Employee Labor Law
Sexual Harassment/EEO Issues

PROFESSIONAL EXPERIENCE

City of Jackson

2012-present

Director of Human Resources: 2022-present Deputy Director of Human Resources: 2014-2022

- 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.
- 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 and retirement
- 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 City Attorney.
- 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.
- Consults 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 staff 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

- Provided clerical and administrative support to City Council members in the completion of their duties and responsibilities.
- Assisted 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.
- Attended 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.
- Managed Novus Agenda, an electronic, meeting-management software designed to help create, approve and track meeting items for the City Council Members.
- Assisted 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.

- Published all city ordinances, resolutions, proclamations and legal notices and maintain files for such documents.
- Assisted in the coordination of municipal elections, register voters; update voter status including address changes; maintain elections supplies and equipment.
- Participated in the bid opening process; receive, open, and maintain bid documents; recorded bid results; responded to questions pertaining to bid openings and results.
- Assisted in the conduct of bond sales, accepted bids on bonds; assisted in publishing notices of validation.
- Responded to open record requests from the public, received and processed information; forwarded to appropriate department and ensured that response is received in a timely manner.
- Scheduled 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, prepared 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.
- Interpreted 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.
- Assisted Departments in preparation of job descriptions

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.

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.

Virginia College, Jackson, MS

2001-2006

Director of Student Accounts

- Oversaw the overall operations of student financial services, billing and receivables, and cashiery 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.

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.

Education

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



Department of Human Resources
Post Office Box 17
Jackson, Mississippi
39205-0017

John Horhn
Mayor, City of Jackson

M E M O R A N D U M

TO: John Horhn
Mayor of Jackson

FROM: Toya Martin, Interim Director
Department of Human Resources

DATE: September 3, 2025

RE: **Department of Human Resources Accomplishments**

Please see attached HR Accomplishments and Goals for 2023. Let me know if there are any questions.

/tm



Department of Human Resources Accomplishments

Amended Ordinance:

- Personnel Department to Human Resources Department
- Creation of the Information Technology Department

Salary studies for the creation of new classifications and increases on established classifications:

- **Police Department: Increases:** Police Recruit, Police Officer, Police Sergeant, Police Lieutenant, Police Commander, Detention Officer, Senior Detention Officer, Detention Shift Supervisor, Public Safety Dispatcher, Senior Public Safety Dispatcher and Public Safety Dispatch Supervisor; **Creation of new classification:** Crime Analyst and Police Technician
- **Planning and Development:** Creation of new classification: Neighborhood Services Manager; **Increases:** Plan Review and Customer Service Manager
- **Public Works: Increases:** Water Plant Operator I, Water Plant Operator II, Senior Water Plant Operator, Water Plant Maintenance Supervisor, Maintenance Worker, Equipment Operator, Heavy Equipment Operator, Mechanic, Carpenter, Plumber, HVAC Technician, Painter, Welder, Heavy Equipment Mechanic, Signal Technician, Bridges and Drainage Supervisor, Sewer Systems Supervisor, Water Maintenance and Distribution Supervisor, Water Meter Service Supervisor, Signal Supervisor, Building Maintenance Worker, Electrician, Markings Technician, Sign Technician, Markings Supervisor, Sign Shop Supervisor, Sign Installation Supervisor
- **Parks and Recreation: Increases:** Maintenance Worker, Equipment Operator, Heavy Equipment Operator, Mechanic, Carpenter, Plumber, HVAC Technician, Painter, Heavy Equipment Mechanic, Crew Leader and Senior Maintenance Worker
- **Administration: Creation of new classification:** Controller and Assistant Controller **Increases:** Accounting Clerk I, Accounting Clerk II, Accounting Technician, Accountant, I Accountant II, Mail Clerk, Buyer, Senior Buyer, Budget Analyst I, Budget Analyst II, Senior Budget Analyst, Payroll Benefits Technician, Finance Supervisor, Assistant Finance Manager, Finance Manager and Purchasing Manager
- **Human Resources: Increases:** Benefits Administrator, Human Resources Officer, Benefits Technician, Equal Employment Opportunity Officer and Human Resources Clerk

- **Mayor's Office: Creation of new classification:** Chief Financial Officer and Program Administrator
- **Information Technology: Creation of new classification:** Director of Information Technology
- **Fire Department:** Increases: Fire Lieutenant and Fire Captain
- **Implementation of Premium Pay for Police and Fire**
 - Developed acknowledgment letters and entered premium pay for police and fire

Created New and Revised Current Policies:

- Created: Telework Policy, Telework Assignment Form
- Revised: Holiday Leave Policy; added Juneteenth and Veteran's Day (added benefits)
- Revised: Leave Accrual Policy: Sick and Vacation Leave: last revised: 1993 (added benefits)
- Revised: Bereavement Leave Policy: last revised 1993 (added benefits)
- Created: Birthday Leave Policy
- Created: Families First Coronavirus Response Act (FFCRA Policy)
- Created: Covid-19 protocol
- Managed: Mayor's Covid-19 Vaccination Policy
- Created: Paid Parental Leave Policy
- Created: American with Disabilities (ADA) Policy
- Revised: Disciplinary Action Policy and Procedures
- Revised: Grievance Policy for Employees
- Revised: Onboarding Policy for new employees
- Revised: Overtime and Compensatory Policy for Exempt and Non-Exempt employees
- Revised: Timekeeping Policy
- Revised: Donated Leave Policy
- Revised: City Compensation Plan
- Created: Standard Operating Procedures for HR Department
- Revised Performance Evaluation Form
- Revised of Exit Interview Form

Benefits:

- Renegotiated United Healthcare contract: Added benefits: Gold, Silver, Bronze, and plans
- Renewal with Berkshire for reinsurance provider at a lower rate
- Renegotiated with Metlife at a lower rate
- Actuary 2021-2022 secured GASBY 75
- Established an electronic Open Enrollment process with core benefits: Health, Dental and Life Insurance
- Renegotiated Delta Dental contract: Added benefits: Platinum and Silver plans
- Held (2) two successful health fairs for employees

Partnerships:

- ESGR- Employer Support of the Guard and Reserve (Work for Warriors)
- United States Army (PAYS) Program
- Hinds Community College- Hub Workforce
- Jackson State University- registered for the Handshake portal, where students can apply for City jobs
- Tougaloo College
- Delta Technical College

Talent Acquisition:

- Hosted the first Job Fair & Career Expo at the Jackson Medical Mall
 - Approximately 235 attendees
 - Conducted on-site interviews
 - On the spot hiring
 - Created pocket resume to assist applicants in completing applications
 - Created interview techniques for attendees
 - Participants included Job Corp students, Dress for Success, staffing agencies
 - Hired 37 new candidates
- Participated in a job fair at Job Corps in Crystal Springs
- Partnership with (4) Four staffing agencies to help fill vacancies for temporary staffing and to reduce department overtime
 - Staffers Employment Agency, Staffing Innovations, Spectrum Employment Agency, Wise Staffing and Labor Finders
- Conducted Police and Fire Recruit Testing
- Conducted Police and Fire promotional exams

Training and Development:

- Provided training for newly promoted Police sergeants and commanders on: HR policy and procedures, management, disciplinary policy and procedures, FMLA, sexual harassment and retaliation
- Provided training for newly promoted Fire captain and division chief on: HR policy and procedures, management, disciplinary policy and procedures, FMLA, sexual harassment and retaliation
- Created survey for JPD police officers and 911 communication employees regarding the implementation of 12-hour shifts

**Morale Boosters for Employees:**

- Hosted Employee Family Fun Day at the Jackson Zoo
 - Employees were able to bring family members. Free food, activities, and entertainment for kids
- Hosted Employee Appreciation Program (4)
 - Recognized employees for years of service
 - Recognized employees for performance
- Hosted (I Am COJ) Employee of the Quarter Award
 - Recognize employees for exceptional service in the performance of their job
- Policy Development
 - Revision of employee handbook
 - Revision of civil service handbook
- Preparation to make personnel files electronic
- Conducted Inservice workshop with HR employees
 - To stay abreast of changes in state and federal Human Resource laws and policies. Also, will be used to further enhance communication between staff and management
- Implement a more robust recruitment program
 - Restructured HR department by creating a Compliance section
 - Developing more relationships with college/universities
 - Continuing partnerships with employment agencies
- Continue to enhance services and grow efficiency, effectiveness and strategic capability
- Developed a more comprehensive training program and website to publicize trainings initiatives
- Increased team productivity by collaborating with upper-level management and employees in all departments to receive input regarding staff development needs.
- Revamped the HR Employee Newsletter
- Continue to offer innovative and/a competitive benefit package to City employees
- Coordinated regular blood pressure screenings for City employees with the City's Employee Clinic
- Developed a corrective action plan for performance and discipline that can be used City wide
- Continue to build upon the relationships and trust between employees and their supervisors, creating a more open empowered working environment
- Continue to work with departments on discipline and documentation procedures by making the DARC process smoother and seamless
- Continue to conduct strategic planning meetings with departments
 - Help departments structure their departments

- Look at department vacancies to determine the necessity
 - Talk to departments regarding turnover rates
 - Create accountability measures for departments
 - Speak with department director's regarding needs
 - Conduct department staff analysis
- Revamp Internship Program

ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PAMELA D. C. JUNIOR AS DIRECTOR OF THE DEPARTMENT OF HUMAN & CULTURAL SERVICES FOR THE CITY OF JACKSON, MISSISSIPPI

WHEREAS, on September 30, 2025, the Mayor appointed Pamela D. C. Junior as Director of the Department of Human & 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 Pamela D.C. Junior as Director of the Department of Human & Cultural Services for the City of Jackson, Mississippi, is hereby confirmed.

Agenda Item No.: 6
September 30, 2025
Horhn



DEPARTMENT OF HUMAN AND CULTURAL SERVICES

TO: John Horhn, Mayor

FROM: Pamela D. C. Junior, Interim director, Human & Cultural Services
Department 

DATE: September 22, 2025

Re: Memorandum of Interest

Per your request, this memorandum serves as my official letter of interest for the permanent position of Director of the Department of Human & Cultural Services with the City of Jackson, Mississippi.

As a former employee of the City of Jackson for twenty-eight years, my commitment stems not only from a deep love for this city but also from a genuine appreciation for the dedicated individuals who serve within its municipality. After relocating back to Mississippi from Georgia in 1990, I began my career with the City as a receptionist in the Public Works Department, earning \$650 per month. Through hard work and dedication, I was fortunate to advance through various roles, including receptionist, office coordinator, facilities coordinator (Parks & Recreation), recreation supervisor, and museum manager at the Smith Robertson Museum & Cultural Center.

My tenure with the City provided me with the strategies, training, and leadership skills necessary to become the inaugural director of the State's Civil Rights Museum. After two successful years, I was promoted to Director of the Two Mississippi Museums.

If confirmed as Director, I am committed to uplifting staff morale by fostering an environment where employees feel heard and valued. I believe in encouraging open dialogue and welcoming ideas on the department's direction. My goal is for every staff member to enjoy coming to work and to have a clear understanding of accountability and shared responsibility.

Thank you for your consideration.

Office of the City Attorney

455 East Capitol Street
Post Office Box 2719
Jackson, Mississippi 39201-2719
Telephone: (601) 960-1799
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY

This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF PAMELA D. C. JUNIOR AS DIRECTOR OF THE DEPARTMENT OF HUMAN & CULTURAL SERVICES FOR THE CITY OF JACKSON, MISSISSIPPI** is legally sufficient for placement in NOVUS Agenda.

DATE

Sondra Moncure, *Special Assistant*

J.M. 9/26/25

Terry Williamson, *Legal Counsel*

TW

Servant leader, historian, motivational speaker, museum consultant, and women's activist, Emeritus Pamela D. C. Junior is the retired inaugural director of the Two Mississippi Museums located in Jackson, Mississippi. She believes, *"throughout our history, there have been events that give us hope and there are events that bring us despair. What if we could find answers in public memory spaces, a place where we see examples of people who never gave up, examples of people whose strength and tenacity now can give us hope and aspires all of us to see our fellowman as we see ourselves."*

During her tenure as a public servant, Pamela served as manager of the Smith Robertson Museum and Cultural Center, housed in the first public school for Blacks in the City of Jackson, Mississippi. She fought tirelessly to make the Museum a first-class vessel of interpretation, bringing the museum from financial struggles to features across the nation. She was also instrumental in creating the first retrospective gallery of the life and time of Medgar Wiley Evers, first field secretary for the NAACP and one of the many heroes of the Mississippi Civil Rights Movement. After serving seventeen years in this capacity, Pamela became the inaugural director of the Mississippi Civil Rights Museum in 2017. After two years of serving as director of MCRM, Pamela was promoted to director of both the Mississippi Civil Rights Museum and the Mississippi History Museum -the Two Mississippi Museums, which are the largest museums in the state of Mississippi. Here she continued her diligent work to share the stories of Mississippi with audiences from all over the world. She believed the stories of both Museums should be used as educational tools for all persons.

In her words:

"Your history is a connector to your past - seek out who you are, seek out history. Soak in the knowledge of the ancestors, marinate in their wisdom - come out awakened by the epiphanies, come out smarter, come out whole!"

Pamela has been honored over the years for her professional work as well as her community work. She has garnered many prestigious awards. Her accolades include being inducted into the Mississippi Tourism Association's Hall of Fame. Receiving the Margaret Walker Center's coveted For My People Award-Jackson State University. The Visit Jackson's Hometown Hero Award, the Magnolia Bar Association's Harriet Tubman Award, and the Association of African American Museums Leadership Award for her work in the field of museum studies and public museum spaces. Pamela also received the Leontyne Price Who's Who in Mississippi Women Award, the Candace Award for Public Policy from the National Coalition of 100 Black Women, Inc. Central Mississippi Chapter. Recently, Pamela received the prestigious Cora Norman Award from the Mississippi Humanities Council, recognizing her lifetime achievement in the

humanities for her long career telling Mississippi stories. Lastly, the House of Representatives of the State of Mississippi honored Ms. Junior with the House Concurrent Resolution Number 31 commending her distinguished career and meritorious leadership.

Pamela continues to serve her community. She's a member of the awesome Zeta Phi Beta Sorority, Incorporated–Alpha Delta Zeta Chapter. Also, she is an appointed member-at-large for Visit Jackson, an executive board member for the Mississippi Book Festival and most recently, board of trustees for the Mississippi Department of Archives and History. And, as of July 2025, she has been named Interim Director of the Department of Human & Cultural Services for the City of Jackson.

As a woman who knows that she did not travel this road alone, but on the shoulders of pure strength, tenacity, and faith she gives homage to women, her grandmother, Ethel Green (deceased), mother, Carolyn Turner, and amazing mentors; most notably, Mrs. Ruth Batton Campbell (deceased).

Pamela is a graduate of Thee I Love Jackson State University where she received a B. S. in Education, with a minor in Special Education.

**ORDER CONFIRMING APPOINTMENT OF NATHAN SLATER,
INFORMATION TECHNOLOGY (IT) DIRECTOR FOR THE CITY OF
JACKSON, MISSISSIPPI**

WHEREAS, on September 30, 2025, the Mayor appointed Nathan Slater as Interim Director of Information Technology (IT) 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 Nathan Slater as Information Technology Director for the City of Jackson, Mississippi, is hereby confirmed.


Agenda Item No: 7
September 30, 2025
Hohm

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

This **ORDER CONFIRMING APPOINTING OF NATHAN SLATER,
INFORMATION TECHNOLOGY (IT) DIRECTOR FOR THE CITY OF
JACKSON, MISSISSIPPI.**


Drew Martin, City Attorney
Sondra Moncure, Special Assistant
Chelsea Chicosky, Deputy City Attorney

9/15/25
Date


9/15/25

Nathan Slater

Summary

I have over 25 years of experience in the Information Technology Industry. My experience includes senior level management (CIO, VP Sales, Regional Sales Manager) as well as marketing and selling hardware and software solutions in both the government and private sector. I have experience presenting to both small and large audiences. I have managed large projects that span both statewide and across the southeast. My background also includes Sales and Sales Management of state-of-art technologies such as Call Center Applications, broadband and telephony to both the public and private sector across the southeastern states in the U.S.

Expertise: Contract Negotiations, Project Management, Hardware/Software sales, Data Center solutions.

Experience

Vice President of Sales Gov-Education

C Spire Business Solutions

May 2018 - Sep 2023 (5 years 5 months)

In this role I was the sales leader for a team of five sales professionals and two engineers who specialized in selling data center products and solutions. These solutions included Data Center services such as data storage, backup & recovery. The solutions we sold were from AWS, Microsoft, Cisco and Dell. Our target audience was both executive level decision makers and technical decision makers in both government and the private sector across the southeast.

Enterprise Account Executive - Data Center

C Spire

Nov 2013 - May 2018 (4 years 7 months)

My role was to develop a business plan and sales strategy for a new division at C Spire. This division was named Data Center and Cloud services. My duties were to travel across the southeast and meet with senior executives/decision makers to demonstrate to them how to take advantage of data center services such as storage, backup and recovery of their data at our new Tier 4 Data Center.

Senior Account Manager

VCE

Jul 2012 - Nov 2013 (1 year 5 months)

I was responsible for leading the sales efforts to market data center equipment to companies across Mississippi and Alabama. In this role I worked with parent companies, VMware, Cisco and EMC to sell their data center products to customers to simplify their data centers and virtualize their environments. Our target audience was senior executives and technical decision makers.

Chief Consultant

Slater Consulting Group

Nathan Slater - page 1

Aug 2011 - Jun 2012 (11 months)

I was an independent consultant for State Government and K-12 Schools. In this role I was responsible for writing technology plans for schools and colleges. In this role I worked with CIO's and IT Directors.

Other duties included conducting surveys, taking inventory and making presentations to decision makers and board members.

Regional Sales Mgr.

Cisco

2006 - Aug 2011 (5 years)

I was responsible for government/education sales for Alabama, Mississippi and Louisiana and my region was responsible for sales totaling \$70 million in equipment and software. These products were data center infrastructure products and included routers, switches, voice and call center applications. In this role, my responsibility was to set the sales strategy across three states and lead a team of 9 Account Managers and 8 Sales Engineers. Other duties included working with manufacturer resellers to ensure training and sales promotions were instituted as required for a successful sales partnership. Other duties included meeting and presenting to executives and decision makers in the public sector (College Presidents, School Superintendents, etc.) on the effectiveness of technology.

State Government Account Executive

Cisco

I was the Account Executive for state government and education sales for the state of Mississippi. In this role I sold hardware and software solutions to the state and local governments. My responsibilities included selling and marketing to State Agencies, K-12, Higher Education and public libraries in Mississippi.

CIO

Mississippi Department of Education

1990 - 2000 (10 years)

As CIO for the department of Education, I was responsible for setting the technology direction for all K-12 schools in the state of MS and implementing Hardware/Software solutions. My major accomplishment was the development and implementation of the state's first statewide communications network that connected every K-12 school in the state of Mississippi to the internet. We also developed the first online database for counting and tracking students in the state of Mississippi for the purpose of tracking graduation and drop-out rates.

Education

Jackson State University

Master's degree, Computer and Information Sciences

1984 - 1987

Jackson State University

Bachelor of Science, Computer Science

1977 - 1982

Skills

Public Sector Management • Management Consulting • Project Management • Management • Team Leadership • Contract Negotiation • Solution Selling • Managed Services • Strategic Planning

**ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF LORENZO
ANDERSON, P.E. AS DIRECTOR OF THE DEPARTMENT OF PUBLIC
WORKS FOR THE CITY OF JACKSON, MISSISSIPPI**

WHEREAS, on September 30, 2025, the Mayor appointed Lorenzo Anderson, P.E. as Director of the Department of Public Works 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 Lorenzo Anderson as Director of the Department of Public Works for the City of Jackson, Mississippi, is hereby confirmed.

Office of the City Attorney

455 East Capitol Street
Post Office Box 2130
Jackson, Mississippi 39207-1330
Telephone: (601) 960-1799
Facsimile: (601) 960-1755

[Handwritten: 1/20/25]

OFFICE OF THE CITY ATTORNEY

This **ORDER CONFIRMING THE MAYOR'S APPOINTMENT OF LORENZO ANDERSON, P.E. AS DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR THE CITY OF JACKSON, MISSISSIPPI** is legally sufficient for placement in NOVUS Agenda.

DATE

Sondra Moncure, *Special Assistant*

A.M. 1/20/25

Terry Williamson, *Legal Counsel*

[Signature]

LORENZO M. ANDERSON, P. E.

OBJECTIVE

To successfully manage public works and engineering capital improvement projects for municipalities and counties.

SUMMARY OF QUALIFICATIONS

- Licensed Professional Engineer in the State of Mississippi.
- Traffic Control Technician, American Traffic Safety Services Association.
- Certified Work Zone Specialist, Traffic Signal Technician (Level I) and Signs & Markings (Level II), International Municipal Signal Association.
- Certified in National Incident Management and Incident Command Systems, Emergency Management Institute.

PROFESSIONAL EXPERIENCE

February 2020 – Present

Washington County Engineer (2024)/Senior Project Manager

Integrated Management Services (IMS)

- Plans, directs, manages, and designs the infrastructure in Washington County including bridges, streets, sewer, storm drains, , environmental services, equipment maintenance, building and safety, and activities; coordinates assigned activities with other departments and outside agencies.
- Managed projects through the Mississippi Department of Transportation, Mississippi Office of State Aid Road Construction, Federal Aviation Mississippi Department of Environmental Quality, Mississippi Department of Health, Army Corps of Engineers, Mississippi Development Authority and U.S. Department of Housing and Urban Development.

November 2013 – January 2020

City Engineer/Public Works Director

The City of Laurel, MS

- Plans, directs, manages, and oversees the activities and operations of the Public Works Department including streets, sewer, storm drains, traffic signals, engineering, environmental services, equipment maintenance, building and safety, fleet services and activities; coordinates assigned activities with other departments and outside agencies.
- Managed projects through the Mississippi Department of Transportation, Mississippi Department of Environmental Quality, Mississippi Department of Health, Army Corps of Engineers, Mississippi Development Authority and U.S. Department of Housing and Urban Development.

July 2010– October 2013

City Engineer

The City of Greenville, MS

- Confers with Mayor and City Council for development and implementation of capital improvement program for the construction, improvement and rehabilitation of streets, water and sewer distribution systems, drainage and flood control systems, traffic controls, buildings, and wastewater treatment facilities.
- Managed projects through the Mississippi Department of Transportation, Mississippi Department of Environmental Quality, Mississippi Department of Health, Army Corps of Engineers, Mississippi Development Authority and U.S. Department of Housing and Urban Development.

October 2006 – June 2010

The City of Greenville, MS

Interim City Engineering Department Head

October 2002 – October 2006

The City of Greenville, MS

Assistant City Engineer/Capital Improvement Program Manager

- Assist and direct engineers, architects and contractors in the overall coordination, design and construction of capital improvement projects.
- Supervise and manage all water, sewer, street, drainage and bridge capital improvement projects and city-wide service contracts

EDUCATION

1997-2002

Tennessee State University, Nashville, TN

Bachelor of Science in Engineering with Facilities Management Emphasis.

PROFESSIONAL ASSOCIATIONS

- American Public Works Association, 2002 – Present.

- American Society of Civil Engineers, 2002 – Present.
- American Water Works Association, 2002 – Present.
- International Municipal Signal Association, 2002 – Present.
- Institute of Transportation Engineers, 2002 – Present.
- Mississippi Engineering Society, 2002 – Present.
- National Society of Professional Engineers, 2002 – Present.
- American Backflow Prevention Association, 2003 – 2004.

PROFESSIONAL DEVELOPMENT

National Flood Insurance Program
Municipal Storm Water Management
Managing Floodplain Development through the N.F.I.P.
Emergency Planning Workshop
Certified Professional in Erosion and Sediment Control
Pumping Systems Design
Work Zone Traffic Control Level I and Signs & Markings Level I
MDOT Project Development Manual Certification
Rehabilitation of Piping Systems, Manholes and Wetwells
Ethical Practices for Professionals
Professional Herbicide Management and Applications
National Incident Management System and Incident Command
Dealing with Unacceptable Employee Behavior

REFERENCES

Available upon request.

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ORDER CONFIRMING APPOINTMENT OF DREW M. MARTIN, CITY ATTORNEY FOR THE CITY OF JACKSON, MISSISSIPPI.

WHEREAS, on September 30, 2025, the Mayor appointed Drew M. Martin as City Attorney 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 Drew M. Martin as City Attorney for the City of Jackson, Mississippi, is hereby confirmed.

Office of the City Attorney

455 East Capitol St.
Post Office Box 779
Jackson, Mississippi 39207-2779
Telephone: (601) 960-1795
Facsimile: (601) 960-1756

OFFICE OF THE CITY ATTORNEY

This **ORDER CONFIRMING APPOINTMENT OF DREW M. MARTIN,**
CITY ATTORNEY FOR THE CITY OF JACKSON, MISSISSIPPI.

Sondra O. Moncure

Sondra Moncure, Special Assistant

8/29/25

Date

Drew M. Martin

Attorney

Admitted to practice law in all State and Federal courts within the State of Mississippi

Profile

- Experienced civil and criminal litigator in state and federal courts with broad experience in a variety of subject areas. Has tried cases to successful conclusion in numerous state and federal courts. Has drafted and filed briefs before the Mississippi Court of Appeals, Mississippi Supreme Court, Fifth Circuit Court of Appeals, and the United States Supreme Court.
- Proven success, having obtained numerous defense dismissals and judgments for civil defendants; settlements and judgments in total amounts of over ten million dollars in favor of civil plaintiffs; and criminal acquittals and dismissals, as well as numerous successful sentence reductions.
- Strongly believe that every individual deserves passionate representation, especially those accused of crimes and those who cannot afford an attorney. Has devoted volunteer time to representing vulnerable clients through pro bono work and through various indigent defense panels, including the federal Criminal Justice Panel.
- Frequently consulted for problem-solving legal strategy and issues by peers. Frequently tasked with training staff and young lawyers.

Experience

2024-Present City Attorney for the City of Jackson, Mississippi

2021-2024 Interim City Attorney for the City of Jackson, Mississippi; Special Assistant to the City Attorney for the City of Jackson, Mississippi (Litigation); Legal Counsel for the Office of the City Attorney for the City of Jackson, Mississippi (Litigation)

- Has successfully defended the City and City employees from federal constitutional claims of excessive use, false arrest, and related unconstitutional allegations against police officers; federal employment discrimination claims; claims relating to providing water and sewer services to citizens; claims and appeals relating to solid waste removal contracts; and from state tort and contract claims.
- Obtained dismissals of multiple federal and state claims. Obtained jury verdicts for City in multi-million-dollar wrongful death suit and employment discrimination matter. Obtained judgment in favor of City defending against multi-million-dollar breach of contract and discrimination case. Attorney of record on multiple appeals before the Mississippi Supreme Court and the Fifth Circuit Court of Appeals.
- Directs the City's legal department, consisting of approximately 35 City employees.
- Manages City's litigation, transactions, and risk management divisions, as well as prosecutors' office.

2020-2024 Solo Practice

- Has obtained jury acquittals, dismissals, nonadjudications, and pretrial diversion resolutions to criminal charges without conviction; as well as successfully obtained minimum sentence in federal plea bargains involving large scale drug conspiracy and recommended sentence reductions in multiple federal criminal matters.
- Successfully litigated civil cases for clients alleging negligence, medical malpractice, violations of the federal American Disabilities Act, Civil Rights Act, and Age Discrimination in Employment Act, and various other tort and contract claims.

2016-2019 Attorney – McRae Law Firm, PLLC

- Successfully represented individuals charged with state and federal crimes, as well as individuals facing disciplinary charges before the Mississippi Bar, Mississippi Commission on Judicial Performance, and Medical Licensure Board, obtaining dismissals and nonprosecution agreements on behalf of criminal clients and negotiating multiple favorable plea agreements and sentencings.
- Successfully represented individuals with claims for civil rights violations, personal injuries, breach of contract, adverse employment actions, and business disputes, obtaining trial judgments and settlements of approximately eight million dollars.
- Briefed multiple appeals before the Mississippi Court of Appeals, the Mississippi Supreme Court, the United States Court of Appeals for the Fifth Circuit, and the United States Supreme Court.

2013-2015 Attorney – Jones Walker LLP

- Joined firm to merge white collar criminal practice and expand firm's work with criminal and regulatory matters.
- Counseled manufacturer employer on various immigration compliance issues, resulting in nonprosecution, advised healthcare businesses accused of Stark Act and Anti-Kickback violations, resulting in favorable civil settlement without criminal penalties, and advised Mississippi business accused of violating federal gambling statutes, resulting in dismissal of charges.

2012-2013 Senior Elections Attorney – Mississippi Secretary of State

- Served as legal counsel to, and frequent speaker for, elections officials statewide concerning elections law and procedure, including compliance with HAVA (Help America Vote Act), Voting Rights Act, and other federal elections laws, and drafted administrative regulations governing use of SEMS (Statewide Election Management System) by elections officials and Municipal Elections Guide, summarizing elections law and procedure for all municipalities.

2005-2013 Solo Practice

- Developed general practice, which increasingly focused on civil litigation, white collar criminal defense, and appellate practice. Created and implemented firm intake and litigation procedures and trained staff. Selected as Criminal Justice Act ("CJA") Panel Attorney, Southern District of Mississippi (federal court).
- Obtained successful criminal outcomes of acquittals, dismissals, and immunity agreements in numerous criminal prosecutions in state and federal court. Obtained successful outcomes defending individuals facing disciplinary charges by professional organizations, including the Mississippi Department of Insurance and the Mississippi Bar.
- Obtained successful civil defense outcomes via dispositive motions and trial judgments, including recoveries for plaintiffs in excess of four million dollars.

2003-2005 Associate – Bradley Arant Rose & White

- Broad civil practice involving complex business litigation, products liability, first-party insurance defense, and third-party insurance defense in state and federal courts.

**2002-2003 Clerk – Federal Judicial Clerk for Judge William Barbour,
Federal District Court, Southern District of Mississippi**

- Assisted in legal research and writing of judicial opinions

Professional Membership

IMLA

Mississippi Municipal Lawyers, American Association of Justice, Mississippi Bar Association (Litigation and Government Law Sections)

Mississippi Association for Justice (Board of Governors, 2019-24),

Education

Juris Doctor • Cumberland School of Law, Samford University,
Birmingham, AL, *Magna Cum Laude*, *Curia Honoris*

Bachelor of Arts in English (Minor in Business) • Millsaps College