

**MINUTES**  
**CITY-PARISH PERSONNEL BOARD**  
**REGULAR MEETING**

**August 11, 2022**

**Board Members Attending:**

- Anna Andrews
- Leslie Austin
- Pamela Patton
- Kenyetta Sewell

**Staff Attending:**

- Brian K. Bernard, MPA, PHR, SHRM-CP, Secretary to the Personnel Board (HR)
- Chaucer Tademy, MPA Personnel Board Recorder (HR)
- Michael Remson, Esq., Personnel Board Attorney
- Elena Branzaru, Esq., Personnel Section Chief (PAO)
- Dawn Guillot, Esq., Senior Special Assistant Parish Attorney (PAO) via WebEx
- Vernadine Mabry, MPA, DHDS Director (DHDS)

**Regrets:**

- Etta Harris

**Agenda:**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) OPPORTUNITY FOR PUBLIC COMMENT
- 4) APPROVAL OF AGENDA
- 5) APPROVAL OF THE JULY 14, 2022 MEETING MINUTES
- 6) REVIEW SCHEDULE OF UPCOMING HEARINGS
- 7) UPDATE ON COURT PROCEEDINGS
- 8) ADMINISTRATIVE MATTERS
  - i. REVISED JOB SPECIFICATIONS
    - (1) CONTENT AREA SPECIALIST (DHDS)
    - (2) FAMILY SERVICE WORKER (DHDS)
    - (3) HEAD START CENTER SUPERVISOR (DHDS)
    - (4) PROGRAM ADMINISTRATOR – HEAD START (DHDS)
  - ii. REQUEST FOR HEARING – JENNY LEAVELL (EMS)
- 9.) ADJOURNMENT

With a quorum present, the meeting was called to order at 9:13 a.m.

**I. Approve the agenda of the August 11, 2022 Personnel Board Meeting:**

No Discussion Occurred.

**Ms. Kenyetta Sewell moved to approve the agenda of the August 11, 2022 meeting. Ms. Pamela Patton seconded the motion. With no further discussion or opposition, the motion carried.**

**II. Approve the minutes of the July 14, 2022 Personnel Board meeting:**

No discussion occurred.

**Ms. Leslie Austin moved to approve the minutes of the July 14, 2022 meeting. Ms. Pamela Patton seconded the motion. With no further discussion or opposition, the motion carried.**

**III. Review Schedule of Upcoming Personnel Board Hearings:**

Ms. Micheline Millender Employee Relations Manager (HR), reviewed the list of upcoming hearings and appeal requests.

**List of Upcoming Personnel Board Hearings:**

Sandra Miller (EMS) - 3 Day Suspension - September 8, 2022

**Current List of Unscheduled Hearings**

None.

**List of Request for Hearings:**

Jenny Levell (EMS) - Written Reprimand - October 13, 2022

**List of Request for Continuances:**

None.

**IV. Update on Court Proceedings:**

Ms. Dawn Guillot (PAO), updated the board on current court proceedings. Ms. Guillot advised:

**David Campagna Matter (Finance):**

Briefs were submitted on August 9, 2022. The matter is still on appeal by City-Parish Finance Department from Judge White's ruling remanding the requests for hearing to the Board and directing the Board to grant hearings in both matters. Campagna's termination request is also still pending.

**Benjamin Woods Matter (EMS):**

Briefs are due in the First Circuit within 90 days. This matter is on appeal by City-Parish EMS from judge's ruling overturning the Board's decision to uphold the termination.

**Lawrence Potier Matter (DHDS):**

Both parties have submitted their briefs. Oral arguments are being set.

In each of the above matters, Dawn Guillot and/or Elena Branzaru, represents the appointing authorities and the City-Parish through the

Parish Attorney's Office. Mr. Remson represents the Personnel Board and is fully aware of all activities concerning these matters.

**V. Administrative Matters:**

**i. Revised Job Specifications**

- **Content Area Specialist (DHDS)**
- **Family Service Worker (DHDS)**
- **Head Start Center Supervisor (DHDS)**
- **Program Administrator - Head Start (DHDS)**

Mr. Brian K. Bernard, Secretary to the Personnel Board presented and Ms. Vernadine Mabry, Director of DHDS introduced the revised job specifications item and answered questions related to the revised job specifications.

**Discussion occurred.**

**Ms. Pamela Patton moved to approve the revised job specifications. Ms. Kenyetta Sewell seconded the motion. With no further discussion or opposition, the motion passed.**

**Mr. Mike Remson, Personnel Board Attorney called for a vote. The vote to approve the revised DHDS job specifications was 4 - 0 and the motion for approval passed.**


**ii. Request for Hearing – Jenny Levell (EMS)**

Earlier during the meeting during the review of schedule of Upcoming Personnel Board Meetings and Hearings segment Elena Branzaru (PAO) updated the board that Ms. Jenney Levell's (EMS) Request for Hearing was moved to October 13, 2022 due to a personal matter with Emergency Medical Services Director Michael Denicola; therefore, the request for hearing was removed from the agenda.

**VI. Adjournment:**

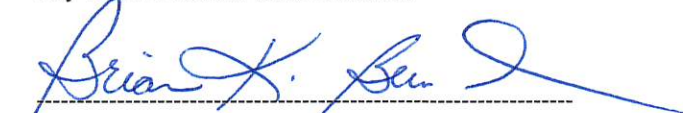
**Ms. Anna Andrews moved to adjourn. Ms. Leslie Austin seconded the motion. With no opposition, the motion carried and the meeting was adjourned.**

**There being no further business, the meeting was adjourned at 9:49 a.m. The next City-Parish Personnel Board Regular Meeting is scheduled on Thursday, September 8, at 9:00 a.m.**



**Anna P. Andrews**

City-Parish Personnel Board Chairman



**Brian K. Bernard, MPA, PHR, SHRM-CP**

Secretary to the Personnel Board