MINUTES
CITY-PARISH PERSONNEL BOARD
REGULAR MEETING
March 31, 2022

Board Members Attending:
- Anna Andrews
- Leslie Austin
- Etta Harris
- Pamela Patton
- Kenyetta Sewell

Staff Attending:
- Brian K. Bernard, MPA, PHR, SHRM-CP, Secretary to the Personnel Board (HR)
- Micheline D. Millender, MPA, Employee Relations Manager (HR)
- Chaucer Tademy, MPA Personnel Board Recorder (HR)
- Michael Remson, Esq., Personnel Board Attorney
- Elena Branzaru, Esq., Personnel Section Chief (PAO)
- Vernadine Mabry, MPA, DHDS Director (DHDS)
- Kar-Tina Roberts, Ph.D., DHDS Program Administrator (DHDS)

Regrets:
Dawn Guillot, Esq., Senior Special Assistant Parish Attorney (PAO)

Agenda:
1) CALL TO ORDER
2) ROLL CALL
3) OPPORTUNITY FOR PUBLIC COMMENT
4) APPROVAL OF AGENDA
5) APPROVAL OF THE JANUARY 27, 2022 MEETING MINUTES
6) REVIEW SCHEDULE OF UPCOMING HEARINGS
7) UPDATE ON COURT PROCEEDINGS
8) ADMINISTRATIVE MATTERS
   a) NEW JOB SPECIFICATIONS
      a. TEACHER (DHDS)
      b. TEACHER ADVANCED (DHDS)
9) ADJOURNMENT

With a quorum present, the meeting was called to order at 9:06 a.m.

I. Approve the agenda of the March 31, 2022 Personnel Board Meeting:
No Discussion Occurred.

Ms. Leslie Austin moved to approve the agenda of the March 31, 2022 meeting. Ms. Kenvetta Sewell seconded the motion. With no further discussion or opposition, the motion carried.

II. Approve the minutes of the January 27, 2022 Personnel Board meeting:

No discussion occurred.

Ms. Pamela Patton moved to approve the minutes of the January 27, 2022 meeting. Ms. Eta Harris 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:

Lisa Olson (EMS) - Demotion - March 31, 2022

Current List of Unscheduled Hearings

None.

List of Request for Hearings:

Lisa O’Conner (City Court) - 4 Day Suspension - April 14, 2022

List of Request for Continuances:

None.

IV. Update on Court Proceedings:

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

David Campagna Matter (Finance):

Judge White issued a 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. The City/Finance Department has appealed the ruling. We are arguing over the judgment language at this time.

Benjamin Woods Matter (EMS):

The matter was heard in court. The parties were given additional time to submit arguments. The judge is scheduled to issue his ruling in May, 2022.

Lawrence Potier Matter (DHDS):

Matter pending before the 1st Circuit Court of Appeals. No deadlines have been set. The City’s brief is due in April of 2022.

Lisa Olson (EMS):

The parties have agreed to a settlement. They are working on the details of the release language and how the checks will be distributed. We will
keep the board posted. After the checks are issued and releases are signed, the appeal will be dismissed.

In each of the above matters, Dawn Guillot 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. DHDS Revised Job Specification
   - Teacher
   - Teacher Advanced

Mr. Brian K. Bernard, Secretary to the Personnel Board, Ms. Vernadine Mabry, Director of DHDS, and Dr. Kar-Tina Roberts, Program Administrator of DHDS introduced the revised job specifications and answered questions related to the revised job specifications for Teacher and Teacher Advanced.

Discussion occurred.

Ms. Etta Harris moved to approve the revised job specifications. Ms. Pamela Patton seconded the motion. With no further discussion or opposition the motion passed.

VI. Adjournment:

Ms. Anna Andrews moved to adjourn. Ms. Kenvetta Sewell seconded the motion. With no opposition, the motion carried and the meeting was adjourned.

There being no further business, the meeting was adjourned at 9:37 a.m. The next City-Parish Personnel Board Regular Meeting is scheduled on Thursday, April 14, 2022 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