MINUTES
CITY-PARISH PERSONNEL BOARD
REGULAR MEETING
April 14, 2022

Board Members Attending:

- Anna Andrews
- Leslie Austin
- Etta Harris
- 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)
- Talisa Coleman, MPA, Class and Pay Manager (HR)
- Chaucer Tademy, MPA Personnel Board Recorder (HR)
- Michael Remson, Esq., Personnel Board Attorney
- Elize Alford Jr., Clerk of Court/Judicial Administrator (City Court)
- Vernadine Mabry, MPA, DHDS Director (DHDS)
- Dawn Guillot, Esq., Senior Special Assistant Parish Attorney (PAO) via WebEx

Regrets:

- Pamela Patton - Personnel Board Member

Agenda:

1) CALL TO ORDER
2) ROLL CALL
3) OPPORTUNITY FOR PUBLIC COMMENT
4) APPROVAL OF AGENDA
5) APPROVAL OF THE MARCH 31, 2022 MEETING MINUTES
6) REVIEW SCHEDULE OF UPCOMING HEARINGS
7) UPDATE ON COURT PROCEEDINGS
8) ADMINISTRATIVE MATTERS
   a.) REVISED JOB SPECIFICATIONS
      a. DHDS ACCOUNTING SECTION SUPERVISOR (DHDS)
      b. HUMAN RESOURCES ANALYST (HR)
      c. HUMAN RESOURCES SPECIALIST (HR)
      d. SENIOR DEPUTY CLERK OF CITY COURT (CITY COURT)
      e. SENIOR HUMAN RESOURCES ANALYST (HR)
9.) ADJOURNMENT

With a quorum present, the meeting was called to order at 9:15 a.m.

I. Approve the agenda of the April 14, 2022 Personnel Board Meeting:

No Discussion Occurred.

Ms. Etta Harris moved to approve the agenda of the April 14, 2022 meeting. Ms. Kenvetta Sewell seconded the motion. With no further discussion or opposition, the motion carried.

II. Approve the minutes of the March 31, 2022 Personnel Board meeting:

No discussion occurred.

Ms. Etta Harris moved to approve the minutes of the March 31, 2022 meeting. Ms. Kenvetta Sewell 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:

None.

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:

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

Parties have agreed to a settlement. Settlement details will be made available to board members after releases are signed and the final settlement payment is issued. Upon reaching the final settlement agreement the appeal will be dismissed and the matter will be considered closed.

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. Revised Job Specifications:

(a) DHDS Accounting Section Supervisor (DHDS)
(b) Human Resources Analyst (HR)
(c) Human Resources Specialist (HR)
(d) Senior Deputy Clerk of City Court (City Court)
(e) Senior Human Resources Analyst (HR)
(f) Senior Human Resources Specialist (HR)

Mr. Brian K. Bernard, Secretary to the Personnel Board along with Ms. Vernadine Mabry, Director of DHDS, and Elize Alford Jr., Clerk of Court/Judicial Administrator for City Court introduced the revised job specifications and answered questions related to the revised job specifications relative to each department.

Discussion occurred.

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

ii. Request for Hearing - Lisa O’Connor (City Court)

Ms. Lisa O’Connor made her appeal to the Board, by requesting a hearing for a 4 day suspension she received on January 31, 2022. Ms. Dawn Guillot, and Mr. Elize Alford, Jr. Clerk of Court/Judicial Administrator for City Court made the City’s counter arguments to uphold the 4 day suspension.

Discussion occurred.

Ms. Etta Harris moved to grant Ms. O’Connor a hearing to appeal the 4 day suspension. Ms. Anna Andrews seconded the motion. Mr. Mike Remson, Personnel Board Attorney called for a vote. The vote was 1 - 3, and the motion failed. Ms. O’Connor’s request for a hearing was denied.

VI. Adjournment:

Ms. Anna Andrews moved to adjourn. Ms. Kenyetta 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 10:37 a.m. The next City-Parish Personnel Board Regular Meeting is scheduled on Thursday, May 12, 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