MINUTES
CITY-PARISH PERSONNEL BOARD
REGULAR MEETING
June 20, 2019

Board Members Attending:
- Anna Andrews
- Etta J. Harris
- Joseph Hollins
- Linda Hollins

Staff Attending:
- Brian K. Bernard, MPA, PHR, SHRM-CP, Secretary to the Personnel Board (HR)
- Michael Remson, Esq., Personnel Board Attorney
- Elena Branzaru, Esq., Personnel Section Chief, Parish Attorney (PAO)
- Micheline D. Millender, MPA, Employee Relations Manager (HR)
- Chaucer Tademy, MPA Personnel Board Recorder (HR)

Staff with Regrets:
- Ercel Placide, Chairman

Agenda:
I. CALL TO ORDER
II. APPROVAL OF THE AGENDA
III. ROLL CALL
IV. APPROVAL OF THE MAY 16, 2019 MEETING MINUTES
V. REVIEW SCHEDULE OF UPCOMING HEARINGS
VI. UPDATE ON COURT PROCEEDINGS
VII. ADMINISTRATIVE MATTERS
   A. Revised Job Specification-Legal Investigator (Parish Attorney Office)
   B. DHDS-2019 Unemployment Insurance Benefit Claims Letter
VIII. ADJOURNMENT
With a quorum present, the meeting was called to order at 9:13 a.m.

I. Approve the agenda of the June 20, 2019 Personnel Board Meeting:

Mr. Joseph Hollins requested to add an item to the agenda: DHDS 2019 Unemployment Insurance Benefit Claims Letter.

Discussion Occurred.

Ms. Linda Hollins moved to approve the agenda of the June 20, 2019 meeting with the addition of the DHDS 2019 Unemployment Insurance Benefit Claims letter as an agenda item. Ms. Anna Andrews seconded the motion. With no further discussion or opposition, the motion carried.

II. Approve the minutes of the May 16, 2019 Personnel Board meeting:

No discussion occurred.

Ms. Linda Hollins moved to approve the minutes of the May 16, 2019 meeting; Ms. Anna Andrews 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:

- July 18, 2019: Benjamin Woods (EMS) - Termination
- August 15, 2019: John C. Frazier (DD)-10 Day Suspension
- September 19, 2019: Donald Berniard (Airport) - Termination
- October 17, 2019: Edward Williams (Juvenile Services) - 2 Day Suspension

List of Unscheduled Hearings:

None

List of Request for Hearings:

None

List of Request for Continuances:

None

IV. Update on Court Proceedings:

- Ms. Elena Branzaru, Esq., Personnel Section Chief, Parish Attorney Office, advised that City Parish prevailed in the motion for summary judgment in the matter of Kellee Carter (EMS). The motion for summary judgement was denied on May 20, 2019. The Carter matter is up for judicial review with Judge Fields, and he will make a ruling in approximately 2 months. Ms. Elena Branzaru advised she will update the Board on the outcome.
V. Administrative Matters:

A. Revised Job Specification-Legal Investigator

Mr. Brian K. Bernard, Secretary to the Personnel Board and Mr. Chris Cranford, Investigator for Alcoholic Beverage Control Office – (PAO) introduced the item and answered questions.

Discussion occurred.

Ms. Etta Harris moved to approve the Legal Investigator as written providing that a desk audit of the Legal Investigator be conducted at a later date. Ms. Linda Hollins seconded the motion. With no opposition, the motion carried.

B. DHDS-2019 Unemployment Insurance Benefit Claims Letter

Mr. Brian K. Bernard, Secretary to the Personnel Board introduced the item and answered questions.

Discussion occurred.

Ms. Etta Harris moved to adjourn. Ms. Linda Hollins seconded the motion. With no opposition, the motion carried and the meeting was adjourned.

There being no further business, the meeting was adjourned at 9:36 a.m. The next City-Parish Personnel Board Regular Meeting is scheduled on Thursday, July 18, 2019 at 9:00 a.m.

Ercel Placide
City-Parish Personnel Board Chairman

Brian K. Bernard, MPA, PHR, SHRM-CP
Secretary to the Personnel Board