January 6, 2020

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**OFFICIAL NOTICE**

 A public meeting of the Jefferson Parish Personnel Board will be held

**TUESDAY, JANUARY 14, 2020 – 2:00 P.M.**

**ROOM 204**

**1221 ELMWOOD PARK BOULEVARD**

**JEFFERSON, LOUISIANA**

Prior to the regular business agenda, the Personnel Board will conduct a Public Hearing to consider a proposal to:

* Amend the Personnel Rules of the Classified Service to revise Rule IX, Section 18.

In addition to the Public Hearing, the Personnel Board will meet in executive session for consideration of matters deemed confidential pursuant to La. R.S. 42:17 to discuss personnel matters regarding character, professional competence, or physical or mental health of an employee. Interested parties may obtain information from the Personnel Department, and may attend the meeting.

John G. Dumas, MPA, SPHR, SHRM-SCP

 Personnel Director

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), Jefferson Parish will not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASL Certified Interpreters. Should you have any concerns, please contact ADA Coordinator, Office of Citizens Affairs, 1221 Elmwood Park Blvd., Suite 403, Jefferson, LA 70123 (504) 736-6094 or by email: ADA@jeffparish.net.

Any person, who believes he or she has been subject to unlawful discrimination by the Parish or any Parish officer or employee based on a past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish’s designated Americans with Disabilities Act (ADA) Coordinator, contact information above.

**JEFFERSON PARISH, LOUISIANA**

**PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, JANUARY 14, 2020 AT 2:00 P.M.

ROOM 204, JOSEPH S. YENNI BUILDING

1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

**AGENDA**

1. Employee Appeals:
2. Melinda Olsen vs. Department of Animal Shelter, Docket No. 2019-007 – Withdrawn.
3. Public Comment Period
4. Public Hearing:
5. A proposal to amend the Personnel Rules of the Classified Service to revise Rule IX, Section 18.

IV. Approval of the Minutes: Meeting of December 10, 2019.

V. Old Business:

 A. None

VI. New Business:

1. Requests for advanced or extended leaves of absence;
2. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
3. Approval of the monthly report;
4. Meeting(s)/Hearing(s) Dates: Tuesday, February 18, 2020, 2:00 p.m. and Tuesday, March 17, 2020, 2:00 p.m. (tentative) meeting dates;
5. Miscellaneous/Unscheduled Matters;
6. Director’s Report:
	1. Update on Personnel Board vacancy.

VII. Executive Session Matters:

 A. Pursuant to La. R.S. 42:17, discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee.

VIII. Adjournment for Review of Appeals

**JEFFERSON PARISH, LOUISIANA**

**PERSONNEL BOARD**

**CIVIL SERVICE APPEALS DOCKET**

**JANUARY 14, 2020**

**APPEALS ON HAND AND UNRESOLVED AS OF DECEMBER 10, 2019:**

1. Docket No. 2019-007, Melinda Olsen vs. Department of Animal Shelter; scheduled for hearing on August 27 and 28, scheduled for pre-trial motion day on August 12, hearing continued to October 23 and 24, order issued on November 4, amended order issued on November 4, 2019, Board to hear oral arguments on January 14, 2020, request for oral arguments withdrawn on January 8, 2020;

2. Docket No. 2019-011, Sean Duckett Sr. vs. Department of Public Works-Streets; scheduled for hearing on August 7, 2019, hearing continued to February 19, 2020;

3. Docket No. 2019-012, Shawn King vs. Department of Public Works-Water; scheduled for hearing on August 6, hearing continued to November 20, order issued on December 4, 2019;

4. Docket No. 2019-020, Nancy Williams vs. Department of Jefferson Community Action Programs; scheduled for hearing on November 13, order issued on November 18, 2019;

5. Docket No. 2019-021, Anna McKinnon vs. Department of Jefferson Community Action Programs; scheduled for hearing on November 13, appeal continued to November 26, order issued on December 4, Appellant filed request on December 19, 2019 for Board to reconsider Hearing Referee’s decision;

6. Docket No. 2019-023 & Docket No. 2019-027, Andrea Williams vs. Department of Public Works-Streets; scheduled for hearing on December 4, 2019, continued to February 4, 2020;

7. Docket No. 2019-024, Roderick Rideau vs. Department of Fire Services; scheduled for hearing on December 17, 2019, continued to January 14, 2020;

8. Docket No. 2019-025, Wayne Marcelin Sr. vs. Department of Public Works-Sewerage; scheduled for hearing on December 19, order issued on December 20, 2019;

9. Docket No. 2019-026, Jacqueline Bouvier vs. Department of Parish President; scheduled for hearing on February 4, 2020;

10. Docket No. 2019-028, Kim Clasen vs. Department of Parish Council; scheduled for hearing on February 4, 2020;

11. Docket No. 2019-029, Gary Orgeron vs. Department of Parks & Recreation; scheduled for hearing on February 4, 2020;

12. Docket No. 2019-030, Donald Dillworth vs. Department of Public Works-Streets; scheduled for hearing on January 22, 2020;

13. Docket No. 2019-031, Amy Landry vs. Department of Animal Shelter; order issued on December 11, 2019;

14. Docket No. 2019-032, Cordell Farrar vs. Department of Public Works-Drainage; scheduled for hearing on March 31, 2020;

15. Docket No. 2019-033, Roger Lee McCathern vs. Department of Public Works-Drainage; scheduled for hearing on March 31, 2020.

**APPEALS RECEIVED SUBSEQUENT TO DECEMBER 10, 2019:**

1. Docket No. 2019-034, Jerome Davis Jr. vs. Department of Public Works-Drainage; permanent employee, suspended.

2. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; permanent employee, demoted.