

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, May 16, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Michael Fantaci, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistants Ted Nass and Kim Nguyen.

Under Election of Board Chair:

- A. Rufus Harris was elected Chair

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved an amendment to the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
- B. Deferred a request to amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- C. Approved two requests to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- D. Approved a request to extend Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board deferred approval of the Meeting Minutes from the meeting of April 18, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study. (This item was taken out of order and heard after Item III on the Agenda)
- B. Approved the March 2023 Monthly Report.
- C. Deferred the March 2023 Meeting Minutes.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1

Personnel Board Meeting  
May 16, 2023

of the Personnel Rules, there were:

1. Unanimously approved two (2) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the annual report, the Board:
  1. Unanimously approved the annual report for 2022.
- D. Under Approval of the monthly report, the Board:
  1. Deferred the monthly report for April 2023.
- E. Under Meeting(s)/Hearing(s) Dates, the Board:
  1. Unanimously approved meeting dates of Tuesday, June 20, 2023, 2:00 p.m. (tentative) and Tuesday, July 18, 2023, 2:00 p.m. (tentative).
- F. Under Miscellaneous/Unscheduled Matters, there were:
  1. Council resolution regarding a COLA. (This item was taken out of order and heard after Item III on the Agenda)
- G. Under Director's Report, the Director:
  1. Informed the Board of an investigation involving an applicant that provided a fraudulent letter of reference; the Director stated that he would follow up upon the completion of the investigation.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

/s/ John G. Dumas

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

Gretna, Louisiana

May 30, 2023

APPROVED:

/s/ Rufus C. Harris III

RUFUS C. HARRIS III, BOARD CHAIR

/s/ Michael Fantaci

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting  
May 16, 2023

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, MAY 16, 2023 AT 2:00 P.M.  
ROOM 204, JOSEPH S. YENNI BUILDING  
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

- I. Election of Board Chair
- II. Employee Appeals
- III. Public Comment Period
- IV. Proposals for Board Consideration:
  - A. Amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
  - B. Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
  - C. Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
  - D. Extend Transient Appointment in accordance with Personnel Rule VII, Section 5.3(2).
- V. Executive Session Matters:
  - A. Pursuant to La. R.S. 42:17(1), discussion of personnel matters regarding character, professional competence, or physical or mental health of an employee in regards to a request to extend Leave without Pay.
- VI. Approval of the Minutes: Meeting of April 18, 2023.
- VII. Old Business:
  - A. Update on Pay Plan Study.
  - B. Approval of the Monthly Report for March 2023.
  - C. Approval of the Meeting Minutes for March 2023.
- VIII. New Business:
  - A. Requests for advanced or extended leaves of absence;
  - B. Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules;
  - C. Approval of the annual report;
  - D. Approval of the monthly report;
  - E. Meeting(s)/Hearing(s) Dates: Tuesday, June 20, 2023, 2:00 p.m. (tentative) meeting dates and Tuesday, July 18, 2023, 2:00 p.m. (tentative);
  - F. Miscellaneous/Unscheduled Matters;
  - G. Director's Report:
    1. Applicant Matter
- IX. Adjournment for Review of Appeals

---



---

**MEMORANDUM**


---



---

**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III, AND HALIE DUCOTE, PERSONNEL TECHNICIAN II, CLASSIFICATION, PAY, & RECORDS DIVISION

**SUBJECT:** RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE PAY GRADES ASSIGNED TO THE CLASSES OF BUYER I, BUYER II, BUYER III, AND PURCHASING COORDINATOR AND TO REVISE THE CLASS TITLE OF BUYER I, BUYER II, AND BUYER III

**DATE:** 05/08/2023

**CC:** CORRESPONDENCE FILE

The Department of Personnel received a request from Renny Simno, Director of Purchasing, to review the work being performed by employees in the classification of Buyer I, Buyer II, and Buyer III. Mr. Simno obtained approval from his Chief Administrative Assistant, Timothy Palmatier, prior to submitting this request. Recently, the department's Typist Clerk III position was reclassified to an Administrative Assistant, which is one pay grade higher than a Buyer I. Mr. Simno feels that serving as an Administrative Assistant should be a prerequisite to serving as a Buyer I, which is an entry-level position. Mr. Simno also expressed his concern about attracting staff and retaining employees in the department. Mr. Simno was instructed to have a Comprehensive Position Questionnaire (CPQ) completed for Buyer I, Buyer II, and Buyer III.

Staff in the Personnel Department carefully reviewed each of the submitted CPQs, and completed Archer evaluations. The Buyer I position evaluated at an overall point total of 497, with a responsibility valuation of 1.08333. As Personnel Staff was going through the evaluation process, it was found that several of the points in the original evaluation matrix were incorrect based on the requirements of today's position. By rerating the factors, the evaluation matrix now recognizes the requirements of the position and that the classification of Buyer I should be assigned to Pay Grade 19 based upon the recognition of changes to the essential functions and responsibilities, verbal development, mathematics development, physical stress, sensory perception, and environmental conditions in performing the essential job tasks. Based upon the information provided, the Department of Personnel has determined that a pay grade adjustment is in order for the class of Buyer I and the class should be adjusted two (2) pay grades. Buyer II and Buyer III should also be adjusted two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

The resulting change in pay grade for the Buyer series also affects the Purchasing Coordinator, which is the same pay grade as Buyer III. In order to maintain internal consistency, the Department of Personnel is recommending the class of Purchasing Coordinator also be adjusted two (2) pay grades.

Currently the classes are in the pay plan as follows:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
1301	Buyer I	17	32990	51178	35	
1302	Buyer II	19	35797	55534	35	
1303	Buyer III	23	41413	64245	35	E
1300	Purchasing Coordinator	23	41413	64245	35	E

In addition to reviewing the pay grade assignment of select classes in the Department of Purchasing, Mr. Simno also asked that we revisit the suggested name change of the Buyer series. In December 2020, in a previous position investigation, Assistant Director-Personnel, Lauren Call, had suggested the class series title be changed from Buyer to Purchasing

Specialist. Changing the class title would be in the best interest of the department and be a more contemporary title and more accurately reflect the work that is being performed by all employees. We are recommending to change the class titles of the Buyer series as follows: Buyer I to Purchasing Specialist I, Buyer II to Purchasing Specialist II, and Buyer III to Purchasing Specialist III.

The Personnel Department recommends the following adjustments be made to these classes:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
1301	Purchasing Specialist I	19	35797	55534	35	
1302	Purchasing Specialist II	21	38605	59889	35	
1303	Purchasing Specialist III	25	44221	68601	35	E
1300	Purchasing Coordinator	25	44221	68601	35	E

In speaking with Mr. Simno, he conveyed, that while a pay grade adjustment is much needed for these positions, he felt that in addition to changing the entrance rate of pay, there is also a need to raise the pay for those employees currently in the classes. He stated that he wished to give an across the board pay increase to his current Buyer I, Buyer II, Buyer III, and Purchasing Coordinator staff in accordance with Personnel Rule IV, Section 1.6, which reads:

“Whenever the Pay Plan is amended to set a higher pay grade for any class or classes of work, with the express approval of the Council, additional "across the board" pay increases may be granted to employees occupying positions in the class or classes affected to such extent as the Council may think desirable in order to maintain an equitable balance between employees; provided, however, that under no condition may an employee's salary be advanced beyond the maximum rate of pay fixed for his class of work, except in the case of a cost of living adjustment recommended by the Board and granted by the Council.”

Accordingly, Personnel Department Staff worked with Mr. Simno in order to include in the proposal across the board pay increases for the current Buyer I, Buyer II, Buyer III, and Purchasing Coordinator staff. The following pay increases are recommended based upon maintaining an equitable balance, as well as review of current staff salaries:

**Buyer I**

- All current probationary Buyer I's below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Buyer I's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

**Buyer II**

- All current probationary Buyer II's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.
- All current permanent Buyer II's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

**Buyer III**

- All current permanent Buyer III's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

**Purchasing Coordinator**

- All current permanent Purchasing Coordinator's above the new minimum rate shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.

No employee having a current Below Expectations performance evaluation shall be eligible to receive the above stated pay raise until such time as they have established a Meets Expectations or higher performance evaluation. The only raise such employees shall receive at the effective date of the increase is one to bring them to the minimum rate assigned to the pay grade for the class to which assigned.

The Personnel Department recommends approval of the Pay Grade reassignments and class title changes by the Personnel Board. While approval by the Personnel Board is not required for the across the board pay increases for the current staff, the Personnel Department recommends concurrence with the recommended increase.

---



---

**MEMORANDUM**

---



---

**TO:** JEFFERSON PARISH PERSONNEL BOARD

**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL AND KIM NGUYEN, PERSONNEL BOARD SPECIAL ASSISTANT

**SUBJECT:** RECOMMENDATION TO AMEND PERSONNEL RULES FOR THE CLASSIFIED SERVICE

**DATE:** MAY 5, 2023

**CC:** CORRESPONDENCE FILE

---

The Personnel Department is recommending the creation of a section to cover Non-Disciplinary Dismissals in the Personnel Rules. This recommendation is to address instances employees on Worker’s Compensation and employees out because of extended medical illness have been dismissed under Rule X “Disciplinary Actions”. We have worked with the Human Resource Management determine appropriate terminology to cover this type of dismissal.

The Personnel Department recommends approval of the provided Personnel Rules amendments.

---



---

**RULE IX**

**HOURS OF WORK, LEAVES OF ABSENCE, ABSENCE WITHOUT LEAVE, NON-DISCIPLINARY ACTIONS, AND RESIGNATIONS**

**Section 20. NON-DISCIPLINARY ACTIONS**

20.1 When an employee, upon the expiration of the authorized leave period, is unable to perform the duties of his position in a satisfactory manner due to a medical reason(s), the Appointing Authority may take action warranted by the circumstances in order to maintain standards of effective service. Non-Disciplinary Actions by the Appointing Authority may extend to:

(1) Non-Disciplinary Dismissal

(2) Retirement

(3) Demotion to any position of an equal or lower class that the Appointing Authority and the Director deem the employee competent to fill.

20.2 If the employee was eligible, and was subsequently approved, for the usage of Family Medical Leave, then the authorized Family Medical Leave shall be exhausted prior to any non-disciplinary action.

20.3 The Appointing Authority authorizing the non-disciplinary action shall furnish to the employee involved a written notice thereof. The written notice shall also notify the employee of his right of appeal to the Personnel Board within thirty (30) calendar days of the effective date of the action taken against him, of the address of the Department of Personnel, and of the fact that forms to assist in the filing of an appeal may be obtained from the Department of Personnel. In addition, the Appointing Authority shall forward to the Director of Personnel a copy of the notification sent to the employee.

---

INTEROFFICE MEMORANDUM

---

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION & PAY DIVISION  
**SUBJECT:** REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)  
**DATE:** MAY 8, 2023  
**CC:** EMPLOYEE'S FILE; CORRESPONDENCE FILE

---

Recently, several pay grades in the Automotive series were reassigned. As a result, Mr. Randy Belanger has requested 5% discretionary increases for all Laborer, Laborer, Semi-Skilled, and Maintenance Repairman staff in his department as well. The discretionary increases were approved by the proper authorities, including Tim Palmatier and Steve Lachute.

One employee, Mary Besson, is currently serving in a probationary period; therefore, her increase must also be approved by the Personnel Board. Ms. Besson has been a Parish employee since March 25, 2023.

This request is being submitted in accordance with Personnel Rule IV, Section 2.3(a) which states:

- 2.3 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as elsewhere set forth in these Rules, management shall have discretion to grant additional percentage pay raises in such amounts at such times as deemed fit, under the following conditions:
- (a) such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Personnel Board;

The effective date of the requested increase will be May 20, 2023, if approved. The Personnel Department recommends approval.



---

**INTEROFFICE MEMORANDUM**

---

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** ANNIE VAUGHN, PERSONNEL TECHNICIAN III – CLASSIFICATION & PAY DIVISION  
**SUBJECT:** REQUEST FOR SALARY INCREASE IN ACCORDANCE WITH PERSONNEL RULE IV, SECTION 2.3(A)  
**DATE:** 05/11/2023  
**CC:** EMPLOYEE'S FILE; CORRESPONDENCE FILE

---

On May 11, 2023, a request was received from Mark Drewes, Chief Appointing Authority for the Department of Sewerage, to grant a pay increase in association with Personnel Rule IV, Section 2.3(a). Mr. Drewes is planning to appoint Mr. Tracy Baughman to the position of Welder on June 3, 2023. The effective date of the requested increase would coincide with that appointment.

Mr. Baughman is not currently a Parish employee. His previous relevant work experience includes working as a Welder for Bradley Industrial Construction, Bronco Construction, and Performance Contractors, and as a Fabricator for Turner Industries. His previous responsibilities included welding, fitting, and fabrication.

Mr. Drewes is requesting a 20% increase on the starting salary. If granted, Mr. Baughman's salary will be \$37,903 annually. This request is being done in accordance with Personnel Rule IV, Section 2.3(a) which states:

- 2.3 In addition to the pay raises specifically required and/or provided for upon promotion, reallocation to a higher class, satisfactory completion of probation, and/or in conjunction with annual eligibility, as elsewhere set forth in these Rules, management shall have discretion to grant additional percentage pay raises in such amounts at such times as deemed fit, under the following conditions:
- (a) such raise(s) may not be granted to an employee while in probation except with the express prior approval of the Personnel Board;

The effective date of the requested increase would be June 3, 2023 at which point Mr. Baughman will be a probationary employee.

---

**INTEROFFICE MEMORANDUM**


---

**TO:** JEFFERSON PARISH PERSONNEL BOARD  
**FROM:** LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL  
**SUBJECT:** REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES  
**DATE:** MAY 10, 2023  
**CC:** EMPLOYEE'S FILE; CORRESPONDENCE FILE

---

Cherreen Gegenheimer, Chief Administrative Assistant, on behalf of the Parish President, is requesting that the transient appointments be extended for the following employees:

<b>Employee</b>	<b>Appointed to:</b>	<b>Appointment Expires:</b>	<b>Extension Requested:</b>
Michael Samardzija	Alario Center General Manager, Assistant - PC 61079-001	06/20/2023	03/31/2024
Sharon McDowell	Typist Clerk III - PC 6567-001	06/20/2023	03/31/2024
Deirdre Cummings	Executive Assistant - PC 61077-001	06/20/2023	03/31/2024
Shelley Bruard	Alario Center Events Coordinator – PC 7491-001	08/12/2023	03/31/2024

The employees are permanent employees who have been appointed to transient positions due to Covid related budget constraints at the Alario Center. The Personnel Department recommends a six-month extension in accordance with the revised Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the March 2024 Board Meeting.

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Tuesday, April 18, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus Harris, Board Member Danny Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Assistant Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Deferred a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Department of Purchasing;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Public Works Special Project Administrator;
- C. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class title of Assistant Director-Inspection & Code Enforcement;
- D. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Assistant Director-Property Maintenance Zoning, Property Maintenance/Zoning Inspector I, Property Maintenance/Zoning Inspector II, and Property Maintenance/Zoning Inspector III;
- E. Approved a proposal to amend the Pay Plan for the Classified Service to abolish select classes that are no longer in use;
- F. Approved a proposal to amend the Pay Plan for the Classified Service to revise the class titles of Workforce Connection Career Specialist, Workforce Connection Vocational Counselor I, Workforce Connection Vocational Counselor II, and Workforce Connection Vocational Counselor III and to abolish the classifications Assistant Director-Workforce Connection, Federal Programs Work Site Supervisor, Workforce Connection Center Supervisor, Workforce Connection Employment Specialist, Workforce Connection Employment Supervisor, Workforce Connection Grants Administrator, Workforce Connection Instructor I, Workforce Connection Instructor II, Workforce Connection Operations Manager, Workforce Connection Programs Monitor, Workforce Connection Programs Monitor, Assistant, Workforce Connection Program Planner, Assistant, Workforce Connection Program Planner/Supervisor, Workforce Connection Youth Service Supervisor, and Workforce Connection Youth Service Services Supervisor, Assistant; and
- G. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule XII, Section 1.3.

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board deferred approval of the Meeting Minutes from the meeting of March 29, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Ms. Hearn from the Parish Attorney's Office presented a report on LA. R.S. 14:139.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:
  - 1. Unanimously approved one (1) request for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
  - 1. The Board deferred the March 2023 Monthly Report.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  - 1. Unanimously approved meeting dates of Tuesday, May 16, 2023, 2:00 p.m. (tentative) and Thursday, June 22, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
  - 1. None.
- F. Under Director's Report, the Director:
  - 1. Updated the Board on recent recruitment activities.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

---

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

Gretna, Louisiana

May 10, 2023

APPROVED:

---

RUFUS C. HARRIS III, BOARD CHAIR

Personnel Board Meeting  
April 18, 2023

---

MICHAEL FANTACI, MEMBER

---

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Wednesday, March 29, 2023 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Member Michael Fantaci, Board Member Daniel Martiny, Personnel Director John Dumas, Assistant Director-Personnel Lauren Call, and Personnel Board Special Assistants Ted Nass and Kim Nguyen.

Under Employee Appeals:

- A. None

Under Public Comment Period:

- A. None

Under Proposals for Board Consideration:

- A. Approved a proposal to amend the Pay Plan for the Classified Service to revise the pay grade assignments for select classes in the Automotive series of classes; assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) to select classes in the Automotive series of classes; and eliminate select classes in the Automotive series of classes;
- B. Approved a proposal to amend the Pay Plan for the Classified Service to assign Market Based Pay Grades in accordance with Personnel Rule IV, Section 1.3(g) for the class of Landfill Operations Manager;
- C. Approved a request to grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and
- D. Approved two proposals to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

Under Executive Session Matters:

- A. By motion of the Board cancelled items for consideration of matters deemed confidential pursuant to La. R.S. 42:17(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay.

Under Approval of the Minutes:

- A. The Board approved the Meeting Minutes from the meeting of February 27, 2023.

Under Old Business:

- A. Mr. Battigaglia of the Archer Company provided an update on Pay Plan Study.
- B. Approved the January 2023 Monthly Report.

Under New Business:

- A. Under Requests for advanced or extended leaves of absence, there were:
  - 1. None.
- B. Under Requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules, there were:

Personnel Board Meeting  
March 29, 2023

1. Unanimously approved three (3) requests for approval of employee status in positions reallocated under Rule III, 3.1 of the Personnel Rules.
- C. Under Approval of the monthly report, the Board:
  1. Unanimously approved the monthly report for February 2023.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
  1. Unanimously approved meeting dates of Tuesday, April 18, 2023, 2:00 p.m., and Tuesday, May 16, 2023, 2:00 p.m. (tentative).
- E. Under Miscellaneous/Unscheduled Matters, there were:
  1. Ms. Nguyen presented a report on La. R.S. 14:139
- F. Under Director's Report, the Director:
  1. Updated the Board on recent recruitment activities.

By vote of the Board, the meeting was adjourned for review of appeals.

Respectfully submitted,

---

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

Gretna, Louisiana

April 10, 2023

APPROVED:

---

RUFUS C. HARRIS III, BOARD CHAIR

---

MICHAEL FANTACI, MEMBER

---

DANIEL MARTINY, MEMBER

**JEFFERSON PARISH, LOUISIANA  
PERSONNEL BOARD  
CIVIL SERVICE APPEALS DOCKET  
MAY 16, 2023**

**APPEALS ON HAND AND UNRESOLVED AS OF APRIL 18, 2023:**

1. Docket No. 2022-006, Reynard Cennett vs. Department of Juvenile Services, scheduled for preliminary hearing on September 19, scheduled for hearing on October 5 and 6, hearing continued to December 5 and 6, hearing continued to April 12 and April 13, 2023, hearing continued to May 15, June 19, and June 21, 2023, amended appeal received on April 18, 2023;
2. Docket No. 2022-013, Roger McCathern vs. Department of Public Works-Drainage, scheduled for hearing on March 14, 2023, hearing continued to May 9, 2023, withdrawn April 17, 2023, order issued on May 4, 2023;
3. Docket No. 2023-001, Ashlin M. Zeller vs. Department of Parks and Recreation, order issued on May 4, 2023;
4. Docket No. 2023-002, Mark R. Hollebhone vs. Department of Parks and Recreation, scheduled for hearing on May 16, 2023, hearing rescheduled to May 9, 2023, hearing canceled, order issued on May 10, 2023;
5. Docket No. 2023-003, David T. Abadie vs. Department of Parks and Recreation, scheduled for hearing on June 7, 2023;
6. Docket No. 2023-004, Alexander C. Davis vs. Department of Parks of Recreation-Lafreniere Park, order issued on April 18, 2023.

**APPEALS RECEIVED SUBSEQUENT TO APRIL 18, 2023:**



May 9, 2023

**OFFICIAL NOTICE**

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

**TUESDAY, MAY 16, 2023 – 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 Pay Plan for the Classified Service to revise the pay grade assignments and class titles for select classes in the Department of Purchasing;
- Amend the Personnel Rules of the Classified Service to create Section 20 in Rule IX;
- Grant a salary increase in accordance with Personnel Rule IV, Section 2.3(a); and,
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2).

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(1) to discuss personnel matters regarding physical or mental health of an employee in regards to a request to extend Leave without Pay. 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](mailto: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.