

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

MONTHLY MEETING, TUESDAY, NOVEMBER 15, 2022 AT 2:00 P.M.
ROOM 204, JOSEPH S. YENNI BUILDING
1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA

AGENDA

- I. Employee Appeals
- II. Public Comment Period
- III. Proposals for Board Consideration:
 - A. Amend the Pay Plan for the Classified Service to create a new classification; Electrician Trainee, to be used by various departments;
 - B. Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
 - C. Amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12 and Rule II, Section 6.1;
 - D. Amend the Pay Plan for the Classified Service to revise the pay grades for the Signal Technician class series;
 - E. Amend the Pay Plan for the Classified Service to revise the class titles for the Stationary Engineer class series; and,
 - F. Amend the Pay Plan for the Classified Service to revise pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the pay plan as necessary.
- IV. 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; and,
 - B. Pursuant to La. R.S. 42:17(2), for strategy sessions with respect to litigation or litigating position of the public body.
- V. Approval of the Minutes: Meeting of October 27, 2022.
- VI. Old Business
- VII. 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 monthly report;
 - D. Meeting(s)/Hearing(s) Dates: Tuesday, December 20, 2022, 2:00 p.m. (tentative) meeting dates and Tuesday, January 24, 2023, 2:00 p.m.;
 - E. Miscellaneous/Unscheduled Matters;

F. Director's Report:

1. Council Resolution – Pay Plan Study Minimum Salary 15.01 per hour.
2. Recruitment Report.
3. Discussion of Board Meeting Calendar 2023.

VIII. Adjournment for Review of Appeals

INTEROFFICE MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD
FROM: LAUREN CALL, ASSISTANT DIRECTOR-PERSONNEL
SUBJECT: REQUEST FOR EXTENSION OF TRANSIENT APPOINTMENT FOR EMPLOYEES
DATE: NOVEMBER 8, 2022
CC: EMPLOYEE'S FILE; CORRESPONDENCE FILE

Stephanie Brumfield, Director of the Department of Community Development, is requesting that the transient appointments be extended for the following employees:

Employee	Appointed to:	Appointment Expires:	Requested Extension:
Anica Matthews	Typist Clerk III	12/31/2022	06/30/2023
Shantrell Berniard	Federal Program Coordinator	12/31/2022	06/30/2023

These employees are permanent employees who have been appointed to transient positions to assist with the Emergency Rental Assistance Program associated with a Covid related grant. The Personnel Department recommends approval of the extension through the end of the grant period in accordance with Rule VII, Section 5.3. If an additional extension is necessary, the Board can revisit at the May or June meeting.

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: NOVEMBER 8, 2022

CC: CORRESPONDENCE FILE

The following amendments are offered to provide updates to the Drug and Alcohol Testing Program as requested by the Personnel Board. The updates request for Rule VI, Section 10.12 also impact Rule II, Section 6.1 (b) and (c). The recommended changes reflect those as requested by the Personnel Board and clean up other language contained in the Rules.

RULE VI. EXAMINATIONS

Section 10. DRUG AND ALCOHOL TESTING PROGRAM

10.12 Rights of the prospective employee and employee

- (A) ~~Prospective employees and current~~ Working test and regular employees who are adversely affected under this Section shall have the right of appeal to the Personnel Board as provided elsewhere in these Rules.
- (B) Any prospective employee, working test, or regular ~~or current~~ employee, confirmed positive, upon his written request, shall have the right of access within seven (7) working days to records relating to his Drug and/or alcohol tests and any records relating to the results of any relevant certification, review, or suspension/revocation-of-certification proceedings.
- (C) The Parish may, but shall not be required to, afford an employee the opportunity to undergo rehabilitation without termination of employment when the employee voluntarily seeks treatment/rehabilitation assistance provided that such assistance is independently sought prior to the employee becoming subject to testing under sub-section 10.3 (B) and (C) (i.e. post-accident, reasonable suspicion, random, or testing to monitor compliance with a Conditional Employment Agreement)."

RULE II. ORGANIZATION, RULES AND PROCEDURES OF PERSONNEL BOARD

Section 6. DRUG AND ALCOHOL TESTING APPEALS

- 6.1 This Section includes special provisions which are applicable only to appeals arising from the application of Rule VI, Section 10: Drug and Alcohol Testing Program.

- (a) At the hearing on any such appeal, completed chain of custody form, test results, MRO report and/or breath alcohol test result from which formed the basis of the disciplinary action shall be received into evidence as a business record exception to the hearsay rule and these documents shall constitute prima facie evidence of the validity of the test.
- (b) A working test or regular classified employee who contests the validity of the results of an alcohol or drug test shall allege with specificity, any and all aspects of the alcohol or drug test which the appellant alleges were invalid, including collection, testing, MRO report, and/or breath alcohol test.
- (c) Any working test or regular employee, confirmed positive, may submit a written request for the documents which formed the basis of the disciplinary action, and shall have the right of access to such documents within seven (7) working days.
- (d) When the Department of Human Resource Management is presented with a request for said documents, the Department of Human Resource Management shall provide to the appellant all documents it intends to introduce into evidence from the collector, testing laboratory, Medical Review Officer, and/or Breath Alcohol Technician within ten (10) calendar days of its receipt of a request for said documents. If the Department of Human Resource Management fails to provide the documents from the alcohol or drug test within ten (10) calendar work days after receiving a timely request for said documents, the presumption of the validity of said documents is negated and the Appointing Authority shall be required to introduce admissible evidence to establish the validity of the testing procedure.
- (e) An appellant shall be permitted to amend his or her petition of appeal in order to comply with the provisions of Section 6.1(b) provided that such amendment shall be filed in writing with and received by the Personnel Department during established department working hours, within ten (10) calendar work days of the receipt of the requested documents from the Department of Human Resource Management.

MEMORANDUM

TO: JEFFERSON PARISH PERSONNEL BOARD

FROM: ANNIE VAUGHN, PERSONNEL TECHNICIAN III, CLASSIFICATION, PAY, & RECORDS

SUBJECT: RECOMMENDATION TO AMEND THE PAY PLAN OF THE CLASSIFIED SERVICE TO REVISE THE PAY GRADE ASSIGNMENT FOR THE CLASS OF SIGNAL TECHNICIAN I, SIGNAL TECHNICIAN II, AND SIGNAL TECHNICIAN III

DATE: 11/10/2022

CC: CORRESPONDENCE FILE

The Department of Personnel received a request from Angela DeSoto, Director of Engineering, to review the pay for the work being performed by employees in the classification of Signal Technician I, Signal Technician II, and Signal Technician III in the Traffic Engineering Division. In addition, Mack Richburg, Signal Superintendent II, expressed his concern about retaining staff in their department. Ms. DeSoto was instructed to have a Comprehensive Position Questionnaire (CPQ) completed for Signal Technician I, Signal Technician II, and Signal Technician III.

Staff in the Personnel Department carefully reviewed each of the submitted CPQs, and completed Archer evaluations. The Signal Technician I position evaluated at an overall point total of 400, with a responsibility valuation of 1.00000. 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 Signal Technician I should be assigned to Pay Grade 16 based upon the recognition of changes to the essential functions and responsibilities, functional reasoning, mathematical knowledge, 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 Signal Technician I and the class should be adjusted two (2) pay grades. Signal Technician II and Signal Technician III should also be adjusted two (2) pay grades for purposes of maintaining an equitable balance throughout the department.

The recommended changes to the pay plan are as follows:

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		
2461	Signal Technician I (1)	14	28778	44644	40	
2462	Signal Technician II	16	31586	49000	40	
2463	Signal Technician III	20	37201	57712	40	

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

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Min. Rate	Max. Rate		
2461	Signal Technician I (1)	16	31586	49000	40	
2462	Signal Technician II	18	34394	53356	40	
2463	Signal Technician III	22	40009	62067	40	

In speaking with Ms. DeSoto, she conveyed, that while a pay grade adjustment is much needed for these positions, she 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. She stated that she wished to give an across the board pay increase to her current Signal Technician I and Signal Technician II 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 Ms. DeSoto in order to include in the proposal across the board pay increases for the current Signal Technician I and Signal Technician II staff. The following pay increases are recommended based upon maintaining an equitable balance, as well as review of current staff salaries:

Signal Technician I

- All current permanent Signal Technician I's below the new minimum rate shall go to the minimum rate, plus receive an additional 5% increase.
- All current permanent Signal Technician 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.

Signal Technician II

- All current permanent Signal Technician II's above the new minimum rate possessing less than five (5) years of service in the class shall receive a 5% increase, or an increase up to the maximum allowed by the Pay Plan, whichever is less.
- All current permanent Signal Technician II's above the new minimum rate possessing more than five (5) years of service in the class shall receive a 10.25% 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 for the class of Signal Technician I, Signal Technician II, and Signal Technician III 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: ANNIE VAUGHN, PERSONNEL TECHNICIAN III

SUBJECT: RECOMMENDATION TO CHANGE THE CLASS TITLE OF STATIONARY ENGINEER I, STATIONARY ENGINEER II, AND STATIONARY ENGINEER III TO MECHANICAL SYSTEMS OPERATOR I, MECHANICAL SYSTEMS OPERATOR II, AND MECHANICAL SYSTEMS OPERATOR III

DATE: 11/08/2022

CC: CORRESPONDENCE FILE

General Services Director, Ryan Babcock, reached out to Personnel Director, John Dumas, and Assistant Director-Personnel, Lauren Call, via email regarding the Stationary Engineer class series. Mr. Babcock expressed concern with the lack of applicants for the Stationary Engineer I and II positions and stated that he believes we should look at changing the name of the class. He thinks the name change will give candidates a better understanding of what we are looking for in an employee and draw more attention to the positions. He stated that the shortage of applicants has become critical and they have reached out to staffing companies to fill the positions temporarily as a short-term solution. These positions are essential for the safe and proper operation of parish facilities managed by General Services.

Based upon Mr. Babcock's assessment and in order to effectuate this matter, the Personnel Department is recommending to change the class title of Stationary Engineer I, Stationary Engineer II, and Stationary Engineer III to Mechanical Systems Operator I, Mechanical Systems Operator II, and Mechanical Systems Operator III keeping the classes at the same pay grade with no budgetary effects. The recommended changes will only change the employees' class title. Accordingly, at this time we are requesting the following:

Current Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2031	Stationary Engineer I	15	30182	46822	40	
2032	Stationary Engineer II	19	35797	55534	40	
2039	Stationary Engineer III	22	40009	62067	40	E

Recommended Change to Class Title:

Class Code	Class Title	Pay Grade	Annual Salary Range		Base Hrs./Wk.	FLSA Status
			Normal Min. Rate	Normal Max. Rate		
2031	Mechanical Systems Operator I	15	30182	46822	40	
2032	Mechanical Systems Operator II	19	35797	55534	40	
2039	Mechanical Systems Operator III	22	40009	62067	40	E

The Personnel Department recommends approval of the class title change of Stationary Engineer I, Stationary Engineer II, and Stationary Engineer III to Mechanical Systems Operator I, Mechanical Systems Operator II, and Mechanical Systems Operator III by the Personnel Board.

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD**

A regular meeting of the Jefferson Parish Personnel Board was held on Thursday, October 27, 2022 beginning at 2:00 P.M. in Room 204 of the Joseph Yenni Building, Jefferson, Louisiana. Present were Board Chair Rufus C. Harris III, 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 assignment for the class of Permit Technician and to create a new classification in the Department of Inspection and Code Enforcement;
- B. Cancelled a proposal to amend the Pay Plan for the Classified Service to create a new classification; Electrician Apprentice, to be used by various departments;
- C. Approved two (2) requests to extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- D. Cancelled a proposal to amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12;
- E. Approved a proposal to amend the Rules of Appeals to revise Rule 10; and,
- F. Approved a proposal to amend the Personnel Rules of the Classified Service to revise Rule II.

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; and,
- B. The Board received an update from Mr. Colin Cisco, Parish Attorney's Office on rights of applicants who allege discrimination to file an appeal. The Board requested additional research on the matter.

Under Approval of the Minutes:

- A. Approved the meeting minutes from the meeting of September 29, 2022.

Under Old Business:

- A. The Board unanimously approved to move this item to Executive Session.

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. Unanimously approved the monthly report for September 2022.
- D. Under Meeting(s)/Hearing(s) Dates, the Board:
 - 1. Unanimously approved meeting dates of Tuesday, November 15, 2022, 2:00 p.m., and Tuesday, December 20, 2022, 2:00 p.m. (tentative) meeting dates.
- E. Under Miscellaneous/Unscheduled Matters, there were:
 - 1. None
- F. Under Director's Report:
 - 1. The Board received a report from Mr. Battigaglia of the Archer Company pertaining to increasing the minimum salary in the Classified Pay Plan to \$15.00 and to make salary adjustments to other pay grades for the purpose of eliminating/reducing compression. Additionally Councilman Lee addressed the Board regarding Council Resolution – Pay Plan Study Minimum Salary \$15.01 per hour. The Board requested additional information pertaining to overall cost. By unanimous approval of the Board, this item was taken under Proposals for Board Consideration.

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

November 8, 2022

APPROVED:

RUFUS C. HARRIS III, BOARD CHAIR

MICHAEL FANTACI, MEMBER

DANIEL MARTINY, MEMBER

Personnel Board Meeting
October 27, 2022

**JEFFERSON PARISH, LOUISIANA
PERSONNEL BOARD
CIVIL SERVICE APPEALS DOCKET
NOVEMBER 15, 2022**

APPEALS ON HAND AND UNRESOLVED AS OF OCTOBER 27, 2022:

1. 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, order issued on March 5, motion for stay filed on March 5, Board signed motion for stay on March 6, pending hearing, order issued on June 17, Board to hear oral arguments on August 18, order pending Board signature, order issued on September 14, appealed to Fifth Circuit Court on September 24, 2020, scheduled for hearing before Fifth Circuit Court on September 9, scheduled for hearing before Fifth Circuit Court on October 14, Fifth Circuit Court affirmed Board's decision on November 3, appealed to Louisiana Supreme Court on December 2, 2021, writ application denied by Louisiana Supreme Court on January 26, appealed to Supreme Court of the United States on April 20, docketed by the Supreme Court of the United States July 6, petition for a writ of certiorari filed with response due August 5, distributed for conference on September 28, petition for writ of certiorari denied by Supreme Court on October 3;
2. Docket No. 2019-035, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for pretrial and scheduling on March 18, continued without date, scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, 2021;
3. Docket No. 2020-326, Donya Decou-Snowton vs. Department of Juvenile Services; scheduled for hearing on August 27, hearing continued to October 13, November 17, 18, and 19, hearing continued to January 27 and 28, 2021, continued to March 23 and 24, continued to April 21, order issued on June 16, appealed to Board on July 6, order issued on July 22, received Emergency Appeal to Erroneous Ruling by Referee Nass on July 22, order issued on September 16, Board to hear oral arguments on October 11, oral arguments to be reset at October 11 Board Meeting, Board to hear oral arguments on November 18, order issued November 29, appealed to Fifth Circuit Court on December 13, 2021, record brought to Courts on February 10, scheduled for hearing before Fifth Circuit Court on October 12, Fifth Circuit Court affirmed Board's decision on November 9;
4. Docket No. 2020-329, Brandie C. Lange vs. Department of Citizens' Affairs; scheduled for hearing on December 22, hearing continued to January 20, 2021, hearing continued to February 9, 2021, hearing continued without date;
5. Docket No. 2021-004, Hector Enrique' Maes vs. Department of Emergency Management; order issued on March 11, appealed to Fifth Circuit Court on April 8, scheduled for hearing before Fifth Circuit Court on November 4, Fifth Circuit Court found that Personnel Board erred in dismissing Maes' petition on November 24, order issued on December 20, 2021, amended appeal received on January 7, scheduled for hearing on June 1, hearing continued to July 7, August 23, 24, 26, and 30, hearing continued to September 21, hearing continued to October 25, case settled, order issued on October 11;
6. Docket No. 2021-005, Christopher Fernandez vs. Department of Public Works-Sewerage; scheduled for hearing on May 26, hearing continued to June 28, hearing continued to August 31 and September 1, hearing continued to September 28 and 29, hearing continued to November 2 and 3, hearing continued to November 30, 2021, hearing continued to January 25, hearing continued to March 16, order issued on March 29, appealed to Fifth Circuit Court on April 6, withdrew appeal to Fifth Circuit Court on April 7;

appealed to Fifth Circuit Court on May 17, record brought to Courts on July 13;

7. 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;
8. Docket No. 2022-008, Craig A. Price vs. Department of Jefferson Community Action Programs, order issued on October 19;
9. Docket No. 2022-009, Robert Earl Warren vs. Department of Juvenile Services, scheduled for discovery on December 20, scheduled for hearing on January 10, 2023.

APPEALS RECEIVED SUBSEQUENT TO OCTOBER 27, 2022:

1. Docket No. 2022-010, Shae Crain vs. Department of Public Works-Water; probationary employee, other (probation extended).
2. Docket No. 2022-011, Theron D. King vs. Department of Public Works-Parkways; probationary employee, dismissed.
3. Docket No. 2022-012, Van M. Hughes vs. Department of Public Works-Sewerage; permanent employee, dismissed.

November 7, 2022

OFFICIAL NOTICE

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

TUESDAY, NOVEMBER 15, 2022 – 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 create a new classification; Electrician Trainee, to be used by various departments;
- Extend Transient Appointments in accordance with Personnel Rule VII, Section 5.3(2);
- Amend the Personnel Rules of the Classified Service to revise Rule VI, Section 10.12 and Rule II, Section 6.1;
- Amend the Pay Plan for the Classified Service to revise the pay grades for the Signal Technician class series;
- Amend the Pay Plan for the Classified Service to revise the class titles for the Stationary Engineer class series; and,
- Amend the Pay Plan for the Classified Service to revise pay grade minimum, normal maximum, and absolute maximum rates as needed and other revisions to the pay plan as necessary.

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 and 42:17(2) for strategy sessions with respect to litigation or litigating position of the public body. 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.