

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, March 19, 2018

The regular monthly meeting of the City Civil Service Commission was held on Monday, March 19, 2018 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig, Vice Chairperson Ronald McClain, and Commissioner Clifton Moore, Jr. and Commissioner Stephen Caputo. Chairperson Craig convened the meeting at 10:09 a.m. Commissioner Tania Tetlow joined the meeting at 10:46 a.m. At 11:15 a.m. on motion of Commissioner Tetlow and second of Commissioner McClain, the Commission voted unanimously to go into executive session.

At 12:35 p.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes from the February 19, 2018 meeting. Commissioner Caputo moved to approve the minutes. Commissioner McClain seconded the motion and it was approved unanimously.

Item #2 was a report on delegation of authority to the Sewerage and Water Board (S&WB). The Commission's Executive Counsel, Brendan Greene, stated that the Commission wants the staff and S&WB to go through the delegated process and identify areas where bottlenecks remain and areas where things are working well and try to capitalize on those areas. Commissioner McClain noted the Commission's desire to receive a response on whether delegation is consistent with increasing the number of hires. Marina Kahn, S&WB interim Chief Financial Officer, then gave an overview of the report S&WB had submitted in February. She stated that S&WB had averaged 39 new employees a month in delegated positions, direct hires and unclassified positions. She noted that there were issues with turnover at the beginning of the project. She stated that analysts had been assigned to specific units so that they can work with project managers and supervisors to prioritize positions and do job studies if required. She noted that the whole job study process takes 6 to 8 weeks. That includes S&WB's internal part of the process. Commissioner McClain asked how many current vacancies S&WB has. Ms. Kahn replied 563 as of January. She noted that 300 vacancies were added in 2017 and 200 additional vacancies were added in 2018. Commissioner Tetlow asked how many vacancies are

classified positions that involve Civil Service and how many are Laborers that do not involve Civil Service. Ms. Kahn responded that most are classified. Mr. Greene stated that approximately thirty are Laborers. Commissioner Tetlow noted that a lot of the delay comes after the eligible list is created and S&WB can make a hire. She asked if there were any situations with all of these vacancies where the ball is in Civil Service's court. Ms. Kahn noted that there were certain positions that go through training at Delgado who are tested by Delgado and Civil Service. S&WB sees this as a duplication of effort and wants to work with the Commission to expedite that. Commissioner Tetlow asked if a formal request had been made. Ms. Kahn stated it had been discussed, but she did not think a formal request had been made. Personnel Director Lisa Hudson stated that she did not believe that it was a duplication of effort; rather it is a completely different test. She noted that staff administers the test at Delgado on the last day of training to increase efficiency. Commissioner McClain asked how many of the existing 530 plus vacancies this would effect. Mr. Greene responded that it applies to Utilities Plant Worker, Network Maintenance Tech I and Utilities Maintenance Trainee II. It is three positions, but there are a number of vacancies. There are also a number of eligible applications for these positions. Commissioner McClain stated he wanted to know if delegation is working, what are the issues, and how the Commission can help with hiring. If delegation is not working, maybe it is not the right strategy to get more hires. Ms. Kahn stated that S&WB wanted to streamline the Delgado testing and have more frequent job postings. Shelly Stolp, Personnel Administrator over the Recruitment and Selection Division, noted that the request for more frequent postings had already been granted. Positions are usually posted on Fridays, but S&WB postings can be made other days of the week. Commissioner Caputo clarified that there are job postings, and Civil Service has identified from those postings, a list of people who are eligible to be interviewed for vacancies. Mr. Greene noted that the number on each list depends on the classification. Commissioner Tetlow noted that it is easy for people not involved in this to say that it must be Civil Service's fault, but we are bending over backwards to help fill those vacancies. Commissioner Moore noted that his confidence in delegation is not good. Over the past year there has not been a discernable path for improving upon what Civil Service is already doing. Ms. Kahn noted that a lot of it has to do with pay. S&WB wants to work together with Civil Service staff to identify which positions S&WB is having trouble filling. Commissioner McClain noted that previous efforts had not resulted in more people being hired. He further noted that the Commission is concerned with

issues like people being placed in positions they were not qualified for. He would like S&WB to clearly hear the interpretation of Civil Service Rules given by Civil Service staff to S&WB. Ms. Kahn stated that their plan is to cooperate with Civil Service and make things better as much as possible. Director Hudson noted that Ms. Kahn has been very available to staff. She offered to participate in regular meetings with S&WB as had been previously done. Commissioner McClain asked Director Hudson if she saw value in those previous meetings. Director Hudson stated that at that time she did not, but perhaps the idea could be retooled with the cooperation of Sewerage and Water Board. Commissioner Caputo asked how we expedite the hiring of all these people for which S&WB has open positions. He noted that the issue had been ongoing for at least a year with the same explanation. He noted he was not hearing what the S&WB is doing specifically to get these positions filled. Ms. Kahn noted that Marcie Edwards, the interim Executive Director of S&WB, is meeting with all bureau chiefs in order to ensure they are submitting the required forms and interviewing applicants. Ms. Khan noted that she and Ms. Edwards are committed to improving S&WB's relationship with Civil Service.

Item #3 was a request for S&WB to utilize the former evaluation system instead of the current Performance Planning and Evaluation system. Amy Trepagnier, Deputy Personnel Director, stated that under S&WB's previous leadership, S&WB did not participate in the goal setting portion of the new performance evaluation system. They were purchasing a separate online system. That idea has since been abandoned, but S&WB still needs a way to rate their employees for the April 1<sup>st</sup> deadline, but since there were not goals set for the 2017 observation year, there still needs to be a mechanism to rate the employees' performance for merit pay and layoff purposes. The solution is for S&WB to use the previous system. The long term solution is to add the S&WB employees to the current online system. Staff is working to do so by checking with the Law Department and Procurement on how the S&WB can pay for the additional cost. Commissioner McClain motioned to approve the request. It was seconded by Commissioner Tetlow and approved unanimously.

Item #4(a) under Classification and Compensation Matters was a final report on unauthorized appointments of an unclassified Construction Project Manager, unclassified Senior Project Manager and unclassified Continuous Improvement Officer at the Sewerage and Water Board (S&WB). Robert Hagmann, Personnel Administrator over the Classification and

Compensation Division, reported that Mohammad Owusu was transferred to an authorized Project Delivery Unit position of Financial Analyst on February 23<sup>rd</sup>. Zachary Hudson has been removed from the unauthorized Continuous Improvement Officer position and placed in a Management Development Analyst I position. Later he will be a candidate for a Public Relations position to be considered by the Commission later in the meeting. C. Hayne Rainey has been transferred to the Mayor's Office. Brendan Greene noted that these actions were in compliance with the Commission's instructions at its February meeting.

Item #4(b) was a request from S&WB for an exception to Rule IV, Section 9.7(a) relative to exceeding overtime maximums. Brendan Greene stated that in June or July of 2017, the Commission voted to raise the overtime maximum from 750 to 900 hours and had asked S&WB to identify anyone who would exceed the 900 hours. S&WB had done so and provided responses to the Commission's questions with respect to filling vacancies for the effected positions. He noted that in some of the effected classifications there were no vacancies identified by S&WB at the time, but that S&WB has since budgeted for vacancies for those classifications. He gave the example of Pumping and Power Plant Operator. There were also positions that exceeded 900 hours of overtime for which there were vacancies and candidates on the eligible lists. Mr. Greene noted that S&WB had committed to filling the vacancies listed on their most recent vacancy report. Director Hudson noted that at the last meeting, the Commission had voted not to approve this matter and that it would be considered again with more information. Commissioner McClain noted that employees should be allowed to earn overtime provided the work requires it, but the overworking of employees should also be considered. Ms. Kahn noted several special emergency events as part of the cause. Commissioner McClain responded that even prior to those events there was a large amount of overtime. Commissioner Tetlow moved for approval. Commissioner Moore seconded the motion and it was approved unanimously.

Item #4(c) was a request from the S&WB to retitle the Police Public Relations series to allow use of the series by S&WB. Robert Hagmann noted that S&WB has a dedicated Public Relations Unit. There is currently a public relations job series that is limited to NOPD. Based on S&WB's proposed expansion of that unit, staff is recommending a title change to that series. Use of the series would be limited to large departments with a dedicated Public Relations Unit. Eric Melancon, Deputy Chief of Staff at

NOPD, asked that any references to public safety or police specific items be removed from the job descriptions for these positions. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #4(d) was a request from Mr. Mabashir Maqbool to address several concerns relative to personnel related matters at the Sewerage and Water Board. Mr. Maqbool, a project manager in Network Engineering at S&WB, stated that Marina Kahn was brought in from the Assessor's Office as a Financial guru, but it is a mystery how she is filling the shoes of Sharon Judkins in Human Resources. He noted that Ms. Judkins had hired unclassified people connected to the City of Richmond where she sued the City for PTSD. That shows she is not mentally fit for such a critical position. He stated that there is a hidden agenda behind S&WB not hiring people and that the first episode came out last fall. The Mayor wanted to have a staff augmentation and bring in a contractor to supply new personnel at a very elevated rate. They will not contribute to the pension system and the employees will train them because there is no utility in the entire world like S&WB. You cannot expect anyone to come in from the street and be ready on day one. Since the hierarchy put in a requirement of 25 years of experience, the company fell short. Now the requirement has dropped to 20 years to make sure the company qualifies. He stated he had a list from Civil Service of at least 1500 qualified, vetted applicants for different open positions. The majority of them were not hired due to the hidden agenda. He provided an example of Joe Sensebe, a contractor with Arcadis. He has never operated a system like this, but has been brought in as a consultant and paid \$300 an hour. He is the same person who put us in the hole with turbine 4 when he was a program manager with CH2M Hill. S&WB has spent \$32 million on turbine 4 with no end in sight. Mr. Maqbool stated he would like the Commission to retract the delegation because while Mohammad Owusu may have been transferred to the PDU, there is no position in PDU because there is no construction going on there where he can be justified to be overseeing a project. In the PDU there was an analyst, Susan Diehl, making \$60,000 or \$65,000 a year. Three days ago she got a promotion of \$20,000 or \$25,000 because her boss liked her. Bruce Adams, the interim General Superintendent has not done any engineering work in the last 25-30 years. He got the position by wining and dining Cedric Grant when Cedric Grant was the Deputy Secretary at DOTD.

Commissioner Craig asked Mr. Maqbool if he had brought these allegations to the attention of anyone at S&WB. He responded that he had notified Sharon Judkins in writing. He noted that there is a deputy program administrator at PDU in JIRR who was brought in on February 19<sup>th</sup> as a Divisional Engineering Manager. Now they are creating a special position that was never there before, a Senior Engineer Divisional Manager. Mr. Maqbool stated that the person has been overseeing the Network Engineering Department since February 19<sup>th</sup> despite the fact that Mr. Maqbool got Mr. Greene to say that his transfer is not in compliance with the Civil Service Rules. It is like they are above the law. An unclassified person cannot do a classified job. Director Hudson stated that she knew in that particular situation Mr. Maqbool had mentioned it to staff and staff had asked S&WB to respond to the allegation of a transfer of an unclassified employee, Fred Tharp, to oversee Networks. No response had been received.

James Thompson, an Attorney for S&WB, stated that a response had been submitted that morning. Director Hudson indicated that she had not yet seen the response. Mr. Thompson noted that the response was in regard to Mr. Maqbool's particular concerns. He noted that bullet point #1 of S&WB's letter was in response to Mr. Maqbool's allegation of deputing unclassified employees to classified positions. S&WB's written response is that they do not have sufficient information to investigate this matter in order to provide a substantive response. He stated that Mr. Maqbool's question assumes information that is just not the truth. Mr. Tharp has not been transferred. Director Hudson noted that in that particular case, Mr. Maqbool had submitted an internal memorandum that suggested that Mr. Tharp was going to be transferred, which is why staff asked if that was true or not. Staff had not received a formal response. Mr. Thompson again stated again that Mr. Tharp had not been transferred. Commissioner McClain asked Ms. Kahn if she recalled an internal document announcing the transfer of Fred Tharp. Ms. Kahn stated that she understood that there was some kind of document that Mr. Maqbool had submitted to Ms. Hudson. Commissioner McClain asked Ms. Kahn who was the author of the document. She said she thought it was Ron Spooner. She said the document was weird because it said Mr. Tharp would be taking certain duties, but there was no request for a transfer. There was no substantial information submitted to say that these duties were going to be absorbed. Commissioner Craig asked if Mr. Tharp was responsible for those duties. Ms. Kahn responded not as far as she knew. Mr. Maqbool stated that the memo clearly states that Mr. Fred Tharp will be

performing as a Divisional Engineering Manager on February 19<sup>th</sup>. This was done by Chief Engineer Ron Spooner who thinks he is above the law. Commissioner McClain then asked Director Hudson if she had received a copy of the memo. She said she had and that it said Mr. Tharp was being transferred to Networks. Ms. Kahn stated that no documentation or forms were submitted to Human Resources or the Director's Office stating that was going to be done. She stated that Mr. Spooner, Chief Engineer, reports to Bruce Adams, the Deputy General Superintendent of S&WB who reports to Marcie Edwards. Commissioner McClain asked Mr. Thompson if he has seen an email stating that Mr. Tharp would be taking on additional duties. Mr. Thompson responded that he had. Commissioner McClain asked Mr. Thompson and Ms. Kahn if they had received correspondence from Director Hudson asking if Mr. Tharp had been transferred. Mr. Thompson responded that he had not. Ms. Kahn responded that she had, along with several other items of concern from Mr. Maqbool.

Director Hudson then proceeded to read an email from Ron Spooner to the Engineering staff that said, "Effective Monday February 19, 2018, Fred Tharp will serve as the interim Network Drainage and Engineering Department Head until further notice." She stated that the email goes on to describe that Mr. Tharp has a wealth of engineering experience. Robert Hagmann noted that the classified job title would be Engineering Division Manager reporting to Ron Spooner. Director Hudson stated that staff was trying to figure out if Fred Tharp was actually transferred, and if so, what classification he was going to take over.

Commissioner Tetlow suggested adding the item to next month's docket. Mr. Maqbool noted that Mr. Tharp conducts staff meetings each Monday as the Engineering Division Manager. Commissioner Tetlow noted that it would be looked into quickly. Commissioner Tetlow then asked if Mr. Maqbool's concerns were within the Commission's jurisdiction. Mr. Greene responded that it is within the Commission's jurisdiction if there is an unclassified employee performing work outside of the parameters of the unclassified job description that the Commission approved, then yes. Commissioner Tetlow stated that staff will check on the things the Commission has power over. Mr. Maqbool stated that the PDU was created exclusively to man FEMA funded projects. Irving Carter was brought in from the City of Richmond and worked previously with Ms. Judkins just like Valerie Rivers, Mohamad Owusu and another person. In the PDU now, Irving Carter is doing the classified job of capital program management, the

budget and accounting which is illegal. Mr. Maqbool stated that S&WB is committing FEMA fraud and this mayor is hell bent to commit FEMA fraud. Director Hudson stated that she had asked for more specifics from Mr. Maqbool out of fairness to the S&WB, so that they could prepare. Commissioner McClain stated that his position is that serious allegations should be investigated thoroughly. Commissioner Tetlow asked Director Hudson that she not go outside the scope of her authority. Ms. Kahn noted that for FEMA projects, S&WB had to apply for specific projects by line item by time. Commissioner McClain asked Ms. Kahn if there were any unclassified personnel working in classified positions as indicated by Mr. Maqbool in the PDU. Ms. Kahn replied that we don't think so, but not everything done in those units will be a FEMA reimbursement because some of those are administrative actions that will not be funded by FEMA. Mr. Maqbool stated that if you are using job code 2350 that is exclusively for FEMA, then that means you intend to commit all of those payroll direct administrative costs to FEMA. If they are doing multiple jobs that relate to classified jobs, you cannot intermingle the classified and unclassified positions by the same personnel. You are violating Civil Service rules and the ordinance which created PDU. He asked how S&WB is going to determine five years later, the time a person spent on unclassified duties and classified duties. He noted he would not speak about this without written proof. Commissioner Craig clarified that staff would be conducting an investigation of the items under the purview of the Commission. Mr. Maqbool urged the Commission to withdraw its delegation of authority to S&WB and stop the staff augmentation because it is a backdoor channel for the Mayor to pay someone an enormous amount of money.

Item #4(e) was a request from Safety and Permits for the creation of a new Chief Zoning Official job classification. Robert Hagmann stated that the new rental licensing program was one of the reasons for the creation of this position. It is at the same level as Building Official at pay grade 96 at \$74,000. The position reports to the Director of Safety and Permits and requires a law license in order to facilitate responses to issues. Commissioner Tetlow motioned to approve the request. It was seconded by Commissioner McClain and approved unanimously.

Item #4(f) was a request from Emergency Management for the retroactive application of Rule III Section 4.1 relative to temporary pay in a higher job classification for Ms. Cara Stevens. Robert Hagmann reported that the



request was for both retroactive pay and to extend the pay to the end of the administration. The Director of Emergency Preparedness has resigned and staff recommends approval beyond the three month period in the Rule. Commissioner McClain motioned to approve the request. The motion was seconded by Commissioner Tetlow and approved unanimously.

Item #4(g) was a request from Melvin Baker, Management Development Supervisor I, for retroactive extraordinary qualifications pay for possessing equivalent human resources qualifications as other recipients. Robert Hagmann stated that the request fits within the Rule, however Mr. Baker's department head has some internal equity concerns. Melvin Baker, a Housing employee, stated that he is a 29 year employee. In 2016 and 2017 the French market hired new human resources staff with additional compensation. He noted that he has the same or greater qualifications than the individuals hired. Mr. Hagmann stated that the French Market utilized the applicants' experience. Mr. Hagmann stated that Mr. Baker exceeds what was required. Mr. Hagmann further stated that when you open a position to outside applicants you may have candidates who have a lot of experience compared to the rest of the applicant pool, but it does have that impact to the City with people who are already onboard. Mr. Hagmann then stated that Mr. Baker's department head was concerned that because of the bump up in pay, a compression issue is created. Director Hudson stated the staff supports Mr. Baker's request. She stated that his department was made aware that this would be on the agenda. Commissioner Tetlow noted that the City had been warned that if they used things that were generally applicable to justify extraordinary pay, this is what might happen. Commissioner McClain motioned to approve the request. The motion was seconded by Commissioner Tetlow and approved unanimously.

Item #4(h) was a request from the French Market to amend the overtime Rule IV, Section 9.7(a) to list the department as a special events department eligible for at least 750 hours of overtime earnings annually. Robert Hagmann noted that public safety and public events departments are allowed 750 hours of overtime per person per year in contrast to 416 for other departments. This request adds French Market to the list because they participate in multiple special events. Commissioner Tetlow motioned to approve the request. The motion was seconded by Commissioner McClain and was approved unanimously.

Item #4(i) was a request from Karen Fortuna, Gary Joseph II, and Michele Sigur to address the Commission regarding stagnation and unfair and unequal promotional opportunities. RH staff had offered a solution with building up a career ladder and has now offered a rule change that would address pay for special events. Should have a final result at the next meeting. Director Hudson stated that she believed that the department had agreed to defer the item. After some discussion with Romy Samuel. Collector of Revenue, Courtney Bagneris, Assistant CAO, and Beverly Gariepy, Director of Finance, the item was deferred.

Item #4(j) was the unauthorized transfer of Ms. Antoinette Bradstreet from the Bureau of Accounting to the Retirement Office. Director Hudson stated that the item would be deferred to give the Director of Finance more time to look into the matter.

Item #4(k) was a request from the Aviation Board to appeal the decision of the Civil Service staff relative to allocations to the Airport Senior Services Manager. Robert Hagmann stated that Aviation had asked to upgrade four Airport Services Managers to Airport Senior Services Manager with a corresponding increase in base pay from \$63,000 to \$79,000. He reported that staff is recommending reallocation of the IT position to IT Manager. Staff is recommending a temporary special rate pay for the Real Estate Manager position due to the redevelopment of Airport property. Staff is recommending that for the Air Services and Cargo Development position, Aviation continue its use of an unclassified position. He noted that an Airport Senior Services Manager position was allocated to oversee various bureaus related to operations and maintenance. Mr. Hagmann stated that staff is requesting that the Commission approve the repurposing of three of Aviation's current unclassified positions due to a departmental restructuring by the new Director. He noted that those positions were the Deputy Director over commercial development supervising air cargo and property development, consolidation of oversight of operations and maintenance, and Deputy Director of business and financial management.

Alexandra Norton, Deputy Director of Administration and Innovation at the Airport, stated the Airport was grateful for the positions proposed by staff. She stated that she disagreed that the level of IT Manager far exceeds IT Managers and Directors at the City. Aviation is accepting staff's recommendation, but if there is a difficulty recruiting Aviation will come back. She noted that for the Human Resources position, Aviation performs

full service recruitment. She stated she will come back and work with the staff for something more appropriate, but understand staff's decision at this time. Ms. Norton noted that the Real Estate and Properties Manager also manages half of noise abatement. Staff properly assessed as this position as an Airport Services Manager, but the Southside redevelopment makes the position very difficult to recruit for. She noted that Aviation's data indicates that the average pay would be \$104,000. The temporary pay recommended by staff brings it to \$95,181. Aviation is asking for 25% above the minimum instead of 18.75%. Robert Hagmann noted that this request originally started out as a request for a 5% temporary pay increase. Based on additional information staff is now recommending 18.75%. This puts it at the same rate of Airport Senior Services Manager. The pending 10% pay increase would bring it to \$105,000. Director Hudson noted that 18.75% is based upon the amount the current employee would receive if he were promoted to Airport Senior Services Manager. Commissioner Tetlow asked if the Commission could grant a temporary unclassified position. Director Hudson stated that the person is currently classified and she would rather grant the 25% increase than make the position unclassified. Commissioner McClain moved to approve the 25% temporary pay increase. Commissioner Caputo seconded the motion and it was approved unanimously. Commissioner Tetlow then moved to approve staff's other recommendations. Commissioner McClain seconded the motion and it was approved unanimously.

Item #4(l) was a request from Management Development Analysts to address the Commission relative to restoring the relationships between Analysts and Accountants. Caitlin Doszkewycz, an Analyst in Civil Service, stated that this item had appeared on the Commission's October and November 2015 agendas and had been denied. Analysts had also addressed the Commission regarding this matter at the December 2016 Commission meeting. She noted that on more than 14 other occasions, departments had requested rate increases or the creation of new job classifications and those requests were approved. She noted that the Commission had been asked not to approve increases on a piecemeal basis until the compensation study had been completed. She stated that a report from the study had been presented to the Commission in November and December of 2017, however no plans for implementation of the study had been released. She stated that she was making a renewed request on behalf of the Analysts to restore the relationship between the Analyst job series and the Accounting job series. She noted that the basis for increasing the pay for the Accounting series was

recruitment and retention issues. She provided the Commission with data to demonstrate that there are turnover issues in the Analyst series. Director Hudson stated that staff was working with the administration on the comprehensive pay plan which would grant 10% across the board. She noted that what is before the Commission is more than 10%. It is based on the equity issue between the Analysts and Accounting series. She noted that if the requested Revenue Field Agent increases are approved, it would also create an equity issue because that is also more than 10%.

Joseph Lieteau, Management Services Administrator at the Fire Department, stated that he has felt the impact since 2008 when the relationships between Accountants and Analysts were divided. He stated that he was responsible for both fiscal and human resources and was only making \$60,000 compared to what those in the Finance Department and Accounting series make.

Doddie Smith, a Personnel Administrator in Civil Service, spoke in support of the request. Accountants had received 25% at the lower levels; the analysts are just asking for something similar. She noted that when others had come forward they have been given what they have requested.

Shelly Stolp, a Personnel Administrator in Civil Service, stated that her Recruitment Division had a lot of turnover due to the amount of work that is required of the employees. She stated she was in support of the increases.

Director Hudson cautioned that the uniform and equitable pay plan may require additional adjustments for other classifications. Commissioner Tetlow asked Director Hudson if she thought it is equitable where it is now. Mr. Hagmann noted that supply and market demand may cause you to break relationships. Director Hudson stated that the Analysts have fallen behind in equity with the accountants. However, once you address the analyst issue there may be a domino effect with other related classifications. Commissioner McClain stated that it seems that the Analysts have the same rationale of recruitment and retention as the Accountants. He stated he believed the Civil Service staff deserved additional compensation based on the amount of work and the level of stress that is sometimes brought on by the Commission. Commissioner Tetlow suggested deferring the matter to the next meeting due to the domino effect. She stated she would like to know how much it would cost prior to voting on it.

Erdwin Fuentes, a Personnel Division Chief with Parks and Parkways, asked that the Commission approve the request.

Commissioner Caputo motioned to approve the request. It was seconded by Commissioner McClain. Commissioners Caputo, McClain and Moore voted for the motion. Commissioner Craig and Tetlow voted against the motion. The motion carried.

Item #4(m) was a report on the consolidation of Traffic and Municipal Courts. Robert Hagmann reported that the Traffic and Municipal Courts had been consolidated into one agency. He stated that Staff will be working with the courts to determine the appropriate civil service status of their staff. Commissioner McClain asked if the question of whether the employees were classified civil service employees or not had been resolved. Brendan Greene reported that the most recent development is the Commission's filing of a summary judgment motion asking for declaratory judgement that all employees who perform work in the office of the Clerk of Court are classified employees. Judge Bruno had put a pause on that motion until this consolidation of staff has been completed. Mr. Greene noted it has now been completed and he trying to get the courts to update their discovery and articulate who on their staff they believe is classified and who is unclassified. Traffic court filed the original motion. Civil Service is waiting on a response

Item #5(a) under Recruitment and Selection Matters was the approval of examination announcements 9833-9854. Commissioner Moore moved to approve the examination announcements. The motion was seconded by Commissioner McClain and approved unanimously.

Item #5(b) was a request from the Police Department to change the Police Recruit re-testing policy. Shelly Stolp stated that the current retest period is six months. Staff had agreed to a three month period as a pilot program and a policy that those failing the test on two consecutive attempts be required to wait one year to retest. Eric Melancon stated that NOPD had requested two months, but does not object to three months. He stated that the one year policy is effectively what is in place now. Commissioner McClain motioned to approve the request. It was seconded by Commissioner Caputo and approved unanimously.

Item #5(c) was a request from the Police Department to charge out of state applicants who choose to take the exam in an out of state testing facility a one-time fee. Eric Melancon stated that NOPD had been working with staff on deploying a national testing environment. NOPD is looking at a third party vendor who charges a per head fee. National testing will benefit applicants. Charging a fee will give them an investment in the process. The fee will range between \$30 and \$50. NOPJF would cover the remainder of the cost. No one who takes the test in New Orleans would be charged a fee. This would provide more access to applicants. Shelly Stolp noted staff's concern with charging applicants for a Civil Service position. She stated that staff would like to see something worked out that this would be free. Mr. Melancon noted that there is a possibility for reimbursement for passing candidates from NOPJF. Commissioner McClain motioned to approve the request. It was seconded by Commissioner Tetlow and approved unanimously.

Item #6 was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Chairperson Craig called for public comment. There being no public comment, Commissioner Tetlow moved to approve the extensions. Commissioner McClain seconded the motion and it was approved unanimously.

Commissioner Tetlow left the meeting at 2:40 p.m.

Item #7(a) under Communications was a report on ADP ongoing issues. Claude Schlesinger, representing the Fraternal Order of Police, stated that NOPD still has payroll issues. He gave an example of a Recruit class who was double paid and then the money was taken back without notification. He stated that ADP makes a spreadsheet that is manually entered. Deduction changes can no longer be made in a timely manner. Deductions have been sent to the wrong union. He stated that this system is not an improvement.


Robert Hagmann stated that Civil Service deals with the human resources silo of ADP. There are problems on the payroll end. Police Payroll works with Finance who interfaces with ADP to solve problems. Director Hudson stated that the problem is that ADP hand enters data into the system. There is no direct interface between time and attendance and human resources. Mr. Schlesinger noted that part of the problem is lack of communication to the Officers.

Item #7(b) was a report on Civil Service budget and staffing. Director Hudson stated that she had requested additional funding for office space from the Chief Administrative Office. She was holding off on hiring two analysts due to lack of space. She had not yet received a response.

There being no additional business to consider, Commissioner Caputo moved for adjournment at 2:51 p.m. The motion was seconded by Commissioner McClain and approved unanimously.

  
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