

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, December 21, 2020

The regular monthly meeting of the City Civil Service Commission was held on Monday, December 21, 2020 via Zoom pursuant to Louisiana Open Meetings Law, specifically, La. R. S. 42:17.1. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Commissioner Brittney Richardson, Commissioner Mark Surprenant and Commissioner John Korn. Commissioner Richardson convened the meeting at 10:09 a.m. Commissioner Surprenant motioned to add an item to the agenda. Commissioner Korn seconded the motion and it was approved unanimously. Commissioner Richardson then announced that Personnel Director Lisa Hudson would be retiring effective December 26, 2020. She thanked Ms. Hudson for her hard work, dedication and contributions to Civil Service. Commissioner Richardson then announced that the Commission held interviews and had selected Amy Trepagnier as the Personnel Director effective December 27, 2020. The Commission then proceeded with the docket. At 11:04 a.m. on the motion of Commissioner Korn and the second of Commissioner Surprenant, the Commission voted unanimously to go into executive session.

At 11:35 a.m. the Commission completed its executive session and proceeded with the business portion of the meeting.

Item #1 was the minutes for November 16, 2020. Commissioner Surprenant motioned to approve the minutes. The motion was seconded by Commissioner Korn and approved unanimously.

Item #2 was a request from the French Market Corporation to transfer the Grounds Patrol Unit to Homeland Security in accordance with Rule III, Section 8 regarding Transfer of a Functional Unit. Leslie Alley, interim Director of the French Market Corporation (FMC), stated that FMC had been working with the City Administration, District C Councilmember, and the City's Office of Homeland Security and Emergency Preparedness to improve security in and around properties the French Market Corporation manages and the City owns. She stated she believes the current proposal will provide improved consolidated security services under a unified command. The FMC and City of New Orleans propose to enter into a Cooperative Endeavor Agreement (CEA) to consolidate the French Market security staff under

Homeland Security. FMC Security will receive the benefit of being included in a multifunctional public safety enforcement organization resulting in increased training and professional support from Homeland Security. This would include access to services and technologies of the Real Time Crime Center. The CEA will allow Homeland Security to draw from broader resources to fill security scheduling gaps at FMC thus reducing overtime and pressure on the officers. It will provide more opportunities for professional advancement in a larger public safety organization. Ross Bourgeois, Real Time Crime Center Administrator, stated this is part of a larger consolidation of the security apparatus within the French Quarter. The employees are being transferred from the FMC budget code to the Homeland Security budget code but they will be financed by FMC while being supervised by Homeland Security. He noted the change is subject to a CEA that is expected to be executed shortly after January 1<sup>st</sup>. Amy Trepagnier, Deputy Personnel Director, stated the department has noted this transfer will not result in a layoff of existing employees. Commissioner Surprenant motioned to approve the request. The motion was seconded by Commissioner Korn and approved unanimously.

Item #3 was a request from the Police Department for an extension for the performance planning period required under Rule XI on Performance Evaluations. Ms. Trepagnier stated that NOPD has requested a month-long extension of the goal setting period due to weather events and the COVID-19 pandemic. Employees were unable to complete the required goal planning by December 31<sup>st</sup>. She noted the 2021 observation period will be a month shorter as a result of the extension. Ms. Trepagnier stated staff anticipates receiving some similar requests from other public service entities. This would be an exception to the deadline in the Rule. Commissioner Korn motioned to approve the request. The motion was seconded by Commissioner Surprenant and approved unanimously.

Item #4 was proposed amendment to Rule XII, Section 9 relative to furlough adjustments and a report on the salary exemption of employees during the 2021 furlough. Ms. Trepagnier noted that at the previous meeting there was discussion of altering the proposed Rule amendment to allow some public safety employees to receive any adjustments ahead of other employees due to CARES Act funding. She stated the Administration and staff have agreed to move forward with the original November draft citing the equity issues that may arise if it is done in a manner that is not across the board.


Ms. Trepagnier then read the proposed Rule into the record. When the Mayor or other Executive Authority who requested a furlough to avoid layoffs subsequently determines that the circumstances warranting the furlough have changed, the Mayor or Executive Authority may take any of the following actions, subject to the availability of funds: a.) The furlough period may be terminated prior to the proposed end date established when the furlough period was requested and initially approved by the Commission. b.) Upon approval of the Civil Service Commission, all classified employees financially impacted by the furlough may be compensated in equal proportions, up to one hundred percent (100%) of the amount equal to the employee's normal hourly rate of pay times the total reduction in the employee's number of regular work hours as a result of the furlough. c.) No employee shall receive any monetary compensation that exceeds their normal rate of pay at the time of the furlough; nor shall any employee receive more compensation than they would have received had the furlough not occurred. An employee's normal rate of pay shall not include overtime compensation.

Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, then read a comment card in support of the Rule amendment. Commissioner Surprenant motioned to approve the Rule amendment. The motion was seconded by Commissioner Korn and approved unanimously.

Ms. Trepagnier reported that staff had worked with the administration on how the furlough exemptions under a certain salary would work. Mr. Hagmann stated that a threshold of \$33,000 has been set with a phased in furlough from 3 to 26 days. Employees with twelve or fewer furlough days would be allowed to take a furlough day every other biweekly. Mr. Hagmann noted that there are other exemptions to the furlough including Sewerage & Water Board, the Aviation Board, and positions funded by grants or state funding.

Item #5 was the ratification of Public Integrity Bureau (PIB) 60 Day Extension Requests. Commissioner Richardson called for public comment. There being none, Commissioner Surprenant moved for approval of the extension requests. The motion was seconded by Commissioner Korn and approved unanimously.

Commissioner Surprenant moved for adjournment at 11:52 a.m. The motion was seconded by Commissioner Korn and approved unanimously.

  
Brittney Richardson (Apr 12, 2021 15:44 CDT)

Brittney Richardson, Commissioner

  
J H Korn (Apr 13, 2021 13:45 CDT)

John Korn, Commissioner

  
Mark C. Surprenant (Apr 9, 2021 15:45 CDT)

Mark Surprenant, Commissioner