

CIVIL SERVICE COMMISSION  
REGULAR MONTHLY MEETING  
Monday, September 25, 2017

The regular monthly meeting of the City Civil Service Commission was held on Monday, September 25, 2017 at 1340 Poydras Street, Suite 964. Ms. Doddie Smith, Personnel Administrator of the Management Services Division, called the roll. Present were Chairperson Michelle Craig and Vice Chairperson Ronald McClain. Chairperson Craig convened the meeting at 10:05 a.m. and administered the oath of office to the new employee representative, Mr. Clifton J. Moore, Jr. A quorum was then attained. At 10:50 a.m. Commissioner Tania Tetlow joined the meeting. At 10:55 a.m. on motion of Commissioner Tetlow and second of Commissioner McClain, 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 from the July 17, 2017 meeting. Commissioner Tetlow moved to approve the minutes. Commissioner McClain seconded the motion and it was approved unanimously.

Item #2 was the election of Chairperson and Vice Chairperson of the Civil Service Commission in accordance with Rule II, Section 1.6. Commissioner McClain nominated Michelle Craig for Chairperson. Commissioner Tetlow seconded the nomination and it was approved unanimously. Commissioner Tetlow nominated Ronald McClain for Vice-Chairperson. The nomination was seconded by Commissioner Craig and approved unanimously.

Item #3 was a report on delegation of authority to the Sewerage and Water Board (S&WB). Brendan Greene, the Commission's Executive Counsel, stated that at the last meeting the Commission had asked for a joint presentation from S&WB and Civil Service staff regarding delegation. He noted that staff had been meeting with S&WB's interim management team. S&WB had agreed to come before the Commission in October and report on delegation. Between now and then both parties would work together to identify measurements of the effectiveness of the delegated hiring process and address any reasons for delays in the process. Commissioner McClain asked if there had been resolution to the question as to if S&WB's Human Resources Department was aware that they could hire a large number of people. Mr.

Greene stated that at last count 98% of S&WB vacancies were either open to applications or had existing eligible lists. Staff is working with S&WB to identify any concerns they have regarding those eligible lists. S&WB had agreed to identify the areas of high need and talk about what adjustments need to be made. S&WB also said that they would soon provide the analysis done by consultants as part of their own classification and compensation study. Commissioner McClain asked if there are currently people on registers who need jobs who could be hired by S&WB for open positions without the involvement of Civil Service staff. Mr. Greene replied that there are many vacancies like that. He noted that S&WB staff has the ability to view eligible lists and work histories using the Neogov system. Commissioner McClain asked when the completion of S&WB's compensation study was expected. Mr. Greene stated he understood that it was basically complete and that staff would be receiving the information shortly.

Item #4 (a) was a request from the New Orleans Firefighters Association regarding issues relative to working out of class. Mr. Nick Felton, representing the New Orleans Firefighters Association, stated that there were situations where Firefighters, Operators and Chiefs are hired to work overtime and work as Captains or Chiefs but do not receive compensation for working out of class. Deputy Superintendent Elbert Thomas stated that it was his understanding that salaried District Chiefs could not be asked to act as Deputy Chiefs. For the other ranks it was his understanding that they were not allowed to work overtime out of class. Robert Hagmann, Personnel Administrator over the Classification and Compensation Division, noted that the rule in question is the dual assignment rule. When a person steps up, they should get the premium when they work in a higher classification. When overtime is calculated it forms a weighted average based on how much time you worked in each class. He noted that it may be an ADP issue. Personnel Director, Lisa Hudson, stated that it would be helpful if Mr. Felton could provide names. Mr. Felton stated it would be much easier for the Fire Administration to get the information. Chief Thomas stated he would get the information. Mr. Hagmann noted that the exempt employees working out of class would fall under Rule III.

Item #4 (b) was a request from the New Orleans Firefighters Association for an investigation regarding the payment of state supplemental pay. Mr. Felton stated new firefighters who should be receiving state supplemental pay are not receiving it in a timely manner due to the lack of activity of the Fire Administration who is not submitting the required warrant to Baton Rouge in

a timely manner. The law states they must receive the pay in twelve months. Deputy Superintendent Elbert Thomas stated there were a few people who had issues like a person who was a previous police employee. There were a couple of rehires who had issues. In cases where there have been delays, back pay is awarded in three-month increments. Mr. Felton noted that requests for state supplemental pay can be made in advance. Commissioner McClain recommended that Mr. Felton discuss the issue further with NOFD.

Item #5 was a request for the Fraternal Order of Police to create a new rule relative to reimbursement of fees paid by appellants for the production of documents in connection with a disciplinary appeal. Donovan Livaccari, representing the Fraternal Order of Police, stated that a few years ago the city changed its policy and is now requiring a fee to produce documents related to disciplinary appeals. The cost is 50 cents a page and \$25 for a CD. This could cost upwards of \$200 per appeal. That could be a deterrent for employees to file an appeal. He is requesting that if a person is successful in his/her appeal they be reimbursed for the cost incurred for the production of documents. Commissioner McClain stated that the request seemed fair and was well stated.

Elizabeth Robins, representing the Law Department, stated that the cost is pursuant to a city ordinance related to the cost of production of documents for public records requests. She noted the difficulty of redacting requests for entire personnel records or PIB files. She stated that she instructs appellants that they can receive a copy of their personnel record from the department at no charge. She noted that Civil Service will provide copies of evaluations at no charge. Appellants can request their training records from the Training Academy. Since appellants can go to their departments and receive records free of charge, the Law Department is charging for the time and expense of redacting those records. She noted she would be instructing the other Civil Service attorneys to provide appellants with complete copies of the PIB investigation. Ms. Robins noted that she would not be in favor of a person being reimbursed for records that they could have obtained on their own at no cost. Mr. Livaccari stated that it is not his experience that there are methods to obtain documents free of charge. Ms. Robins offered to get a list together and submit it to the Commission.

Eric Hessler, on behalf of the Police Association of New Orleans, stated that he supported the rule change requested by the Fraternal Order of Police because the discipline is initiated by the city and the accused sometimes must

spend his own money on an attorney and pay for the documents. He noted that the rule would only require reimbursement when the appellant is successful. Mr. Hessler agreed that the cost can have a chilling effect on an employee from a financial standpoint.

Claude Schlessinger, representing the Fraternal Order of Police, stated it sounds like a game is being played with the employee where he has to pick and choose where to get different records. He noted that these are all city agencies and questioned why the city cannot provide these records.

Director Hudson noted that employees are charged for their own Civil Service records after the 10<sup>th</sup> page. Their attorneys are charged for all pages.

Ms. Robins stated that she thought that people knew that their personnel records are at personnel and that their training records are at the Training Academy. She said she is offering to provide the information from the PIB investigation including discs of videos and audio recordings free of charge. She stated that if the Law Department had to produce anything else and redact it there would be a charge.

Director Hudson then proceeded to read the proposed rule change for the record. Proposed Rule II Section 4.22 In the event that an employee's appeal filed under Civil Service Rule II is granted, the Civil Service Commission shall order that any fees paid to the City of New Orleans for any reason associated with the appeal filed under Civil Service Rule II shall be reimbursed immediately. There shall be no reduction in the amount to be reimbursed for any reason.

Mr. Livaccari noted that the proposed rule is important for other non-police employees especially those who do not have legal representation. The cost can be a deterrent.

Commissioner Craig asked if this should be the case if the documents are available elsewhere free of charge.

Commissioner McClain asked how often Civil Service encountered situations where personnel records were ten pages or less. Ms. Hudson responded that it was rare. Doddie Smith, Personnel Administrator over the Management Services Division, noted that in general requests for personnel records were rare.

Commissioner Craig suggested that perhaps there should be a rule that the city lets appellants know that they can get the information free of charge.

Commissioner McClain recommended that the parties get together in the interim and see if they could agree on something.

Joseph Lieteau, Management Services Administrator at NOFD, noted that the Fire Department had received several large requests for employee records lately. He stated the employees were not charged. He wants to make sure this does not open the door to frivolous requests. Commissioner McClain noted that he did not understand how the proposed rule change would affect that since it is about reimbursement for payment for records.

Item #6(a) under Classification and Compensation Matters was a request from the administration to change the Emergency Pay Rule IV, Sections 9 and 11. Robert Hagmann stated that the rule would create a second type of emergency pay premium. It would provide recognition pay of 5% during a declared emergency when a person is assigned to emergency work. It does not require City Hall to be closed. Highly compensated employees would be excluded and the length of time would be limited to four weeks without a CAO request to the Commission for an extension. Aaron Miller, Director of Homeland Security and Emergency Preparedness, stated that this addresses the need to compensate employees appropriately and recognizes the hard work of employees when there is an emergency. Commissioner Tetlow moved for approval. Commissioner McClain seconded the motion and it was approved unanimously.

Item #6(b) was a request from the Chief Administrative Office of Real Time Crime Center (RTCC) to create the new job classification of Public Safety Support Services Administrator. Robert Hagmann stated that the new position of Public Safety Support Services Administrator was being created as a result of a job study. The position would have a pay grade of 87 and a pay range of \$59,366 to \$97,575. Duties include the operation of grounds patrol and security of city buildings and the operation of the Real Time Crime Center. When fully staffed, there will be approximately 50 new jobs. Ross Bourgeois, Administrator of the RTCC, stated that the position would help get the RTCC off the ground and take over supervision of the physical security contracts. He anticipated a better and closer working relationship with NOPD, better supervision, a better product and a better span of control as a result of these



positions being brought in house as civil servants. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously. Director Hudson noted that both items 6(a) and 6(b) would be sent to the City Council for approval.

Item #6(c) was a request from the Chief Administrative Office's (CAO) Human Resources Office to extend the temporary pay for Ms. Sandra Walker-Evans for acting as a Chief Operations Manager for Benefits. Robert Hagmann noted that Rule III restricts temporary pay to three months, but the Human Resources Office of CAO was requesting a five month extension until Ms. Walker-Evans becomes eligible for the position. He further noted that an eligible list existed, but since there was only one candidate it was not viable. Courtney Bagneris, representing the Chief Administrative Office, stated that the reason for the request was to ensure a smooth transition because the Benefits Administrator had retired in May. She noted that Ms. Walker-Evans has been the second in command of this division for approximately fifteen years. Commissioner Moore asked about the eligible list. Ms. Bagneris noted that the only person on the list works in the Employee Relations Division and does not have the benefits knowledge base. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #6(d) was a request from Human Services to retitle Labor Supervisor II to Institutional Food Services Supervisor. Robert Hagmann stated that the proposed title change and hiring rate is a result of a job study. The proposed hiring rate is \$32,702. He noted that a benefit of this change is that Senior Food Services Worker would now be available to be used as a full performance classification for promotions. Deidre Howard, Human Resource Officer at the Youth Study Center, stated the Department agreed with staff's recommendation. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #6(e) was a request from Human Services for a retroactive temporary pay in accordance with Rule III, Section 4.1 for Mr. Willie Miles, Plant Attendant. Robert Hagmann stated that the former management of Human Services had permitted a Plant Attendant to work in the capacity of a Juvenile Detention Counselor from December 31, 2014 to October 29, 2016. Mr. Hagmann noted that it was dangerous to let this occur due to the hiring requirements for Juvenile Detention Counselor such as a background check. Both Mr. Hagmann staff and Ms. Howard indicated their agreement with

granting the retroactive temporary pay. Wayne Ferrier, an Accountant at the Youth Study Center, stated that he had also managed the maintenance division during that period and noted that Mr. Miles had worked in the capacity of a Juvenile Detention Counselor. Commissioner Moore moved for approval. Commissioner McClain seconded the motion and it was approved unanimously.

Item #6(f) was a request from the Aviation Board to retroactively grant Mr. Wallace Colly an increase from 5% to 10% under Rule IV, Section 2.2 relative to special assignment pay. Mr. Hagmann stated that the Airport had initially granted 5% special assignment pay, but later realized that the scope of the special project was larger than originally intended. He noted that staff supports the request for the increase from 5% to 10% from August 28, 2016 to July 15, 2017. The retroactive action requires Commission approval. Commissioner Tetlow moved for approval. Commissioner McClain seconded the motion and it was approved unanimously.

Item #6(g) was a request from the Aviation Board for retroactive Extraordinary Qualifications Pay for Leon Danna, Building Maintenance Manager-Engineer. Mr. Hagmann noted that the hiring above the minimum was inadvertently omitted by the department at the time of hire. Staff recommends the retroactive application of Rule IV. Commissioner Tetlow moved for approval. Commissioner Moore seconded the motion and it was approved unanimously.

Item #6(h) was a request from Mosquito Control for a hiring rate for Mosquito Control Aviation Supervisor. Mr. Hagmann stated that this position is difficult to recruit and retain due to the work of both flying and performing basic repairs to the airplane. He noted that he understood that the person in the job class has received multiple job offers. Staff is recommending approval of the request to increase the rate of pay from \$60,859 to \$78,024. He noted that the CAO had also approved the request. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #6(i) was a request from the Office of Police Secondary Employment to appeal the denial of Extraordinary Qualifications Pay for Ms. Naimah Abdul-Rahman upon her promotion to Management Development Specialist II. Mr. Hagmann stated that Ms. Abdul-Rahman had been hired as a Police Secondary Employment Analyst II in 2015. A vacancy for Manager occurred in February of 2017. The difference in pay between \$37,000 and \$63,000 for these positions is great because one is non-exempt and one has supervisory responsibilities. Since Ms. Abdul-Rahman is a relatively new employee she did not meet the minimum qualifications for the Manager position when the register was established. Staff granted temporary pay that raised her base by from \$37,000 to \$46,000 until an appointment could be made from the register. She continued to be non-exempt and earned overtime. A register of

12 qualified applicants was established, but the department preferred to have Abdul-Rahman perform this work. Staff recommended an interim promotion to Management Development Specialist II at the base pay of \$46,306 until Ms. Abdul-Rahman qualified for the manager position. The department requested extraordinary qualifications pay for Ms. Abdul-Rahman, however staff denied the request because she just barely met the minimum qualifications for that classification. He stated that the request failed to meet the test of Rule IV section 2.7 because it requires qualifications beyond the minimum requirements. All of her experience was used to meet the minimum requirement, so it cannot be used as extraordinary experience.

Mr. Hagmann also noted that in other places in the Rules there are prohibitions against using acting in higher classifications as credit for promotion. He noted that there is also a vacant IT Specialist III that can be used to perform technical duties. He stated that there are currently 50 Management Development Specialist IIs who would argue that they are entitled to the “me too” portion of the rule as a result of this. He noted that he personally had a staff member who was running WorkflowGen software. Staff had worked hard to find a middle ground and had done so in the Management Development Specialist II classification. Use of extraordinary qualifications pay in this instance would almost be a circumvention of the merit system.

John Salomone, Director of the Office of Police Secondary Employment (OPSE), stated that should Ms. Abdul-Rahman take a promotion to Management Development Specialist II, she would take a 6% pay cut because she would be moving from an hourly to salaried position. The nature of the business of the OPSE requires that the operations staff work every night and weekends. This year she averaged 40 hours of straight time and 3.5 hours of overtime per week. Commissioner McClain asked how Mr. Salomone thought the request met the test of the rule. He responded that Ms. Abdul-Rahman is one of only two administrators of the enterprise system including payroll and billing for customers. No other public safety entity in Louisiana uses that software and no one on the register has experience with that software. Commissioner McClain asked if the reason Ms. Abdul-Rahman acquired that skill is because she was placed in a temporary position. Mr. Salomone stated she had been identified to backfill the position. The previous Manager had been away from the office frequently due to an illness in his family so she filled in his role. Commissioner Moore asked when the register had been established. Mr. Salomone responded it had been since approximately April. Director Hudson noted that Ms. Abdul-Rahman had been granted temporary pay while staff was establishing the register. She noted that Ms. Abdul-Rahman is not qualified to be placed on the register, but the department wants



her to under fill the position until she can qualify. Commissioner Moore noted it was a circumvention of the register. Mr. Salomone stated that Ms. Abdul-Rahman is the right person to do this work. Commissioner Moore asked what happens to the existing eligible list. Mr. Salomone stated that if the Commission denies the extraordinary qualifications pay and does not find some other remedy, she will lose pay upon promotion or be asked to supervise and be paid the same as the peers she supervises. Commissioner Moore noted that it is because she is not qualified for the higher level position. Director Hudson stated staff could look at a creating a job series for OPSE.

Commissioner McClain moved to support staff's recommendation of denial of the extraordinary qualifications pay and suggested both sides meet to find a way to help the department keep a highly valued employee. The motion was seconded by Commissioner Moore and approved unanimously. Mr. Salomone stated he had previously met with Director Hudson and her staff. Commissioner Tetlow noted that it is not uncommon to bump up against this issue in any large system with minimum standards for positions. Mr. Salomone noted that the pay plan ought to have a larger gap between exempt and non-exempt positions to accommodate this issue. Director Hudson noted that that is something SSA Consultants would look at as part of the compensation study.

Item #6(j) was an amendment to Rule VII, Section 2, Interruption of Working Test Period to accommodate restrictions on an employee's activities due to a documented medical condition. Director Hudson reminded the Commission that this issue had arisen because the Fire Department had an employee with a medical condition who could not be observed during the totality of their probationary period. Staff worked with the department and came up with the proposed rule change as a compromise. Staff had sent out the proposal to the departments for feedback and had received two responses, both positive. Director Hudson read the proposed rule for the record. When a working test period for employees who are probationary with no other permanent status is interrupted for more than twelve weeks due to the employee's inability to perform the essential function(s) of a position as a result of a medical condition, injury, or light duty assignment shall be completed upon the employee's return to duty. The employee's inability to perform the essential functions of a position must be certified by a physician. In such cases, the appointing authority shall request a temporary appointment in keeping with Rule VI, Section 5.3 as an interim measure until the employee is able to resume their regular duties and serve the remaining portion of their probationary period. Commissioner

McClain moved for approval. Commissioner Moore seconded the motion and it was approved unanimously.

Item #6(k) was a request from the Library for an exception to Rule III, Section 4 relative to Temporary Pay for working in a higher classification for Ms. Laura Bevins, Librarian II acting as a Librarian III. Robert Hagmann stated that the exception was being sought because the rule limits temporary pay to three months. He also noted that there was a register at the time, but it was not viable because the candidates had declined the position. Commissioner Tetlow moved for approval. Commissioner McClain seconded the motion and it was approved unanimously.

Item #6(l) was a request from the Library for an exception to Rule III, Section 4 relative to Temporary Pay for working in a higher classification for Ms. Sheila Prevost, Library Associate III acting as a Management Development Specialist I. M. Hagmann stated the Library is requesting retroactive pay from March 24<sup>th</sup> to June 24<sup>th</sup> of this year. There were eligible lists, but his understanding is that there were no viable candidates. Ms. Veleaka Jordan, Human Resources Officer for the Library, noted that there were twelve people on the register but she had contacted them all and interviewed two who were not interested. Commissioner McClain moved for approval. Commissioner Tetlow seconded the motion and it was approved unanimously.

Item #7(a) under Recruitment and Selection Matters was the approval of examination announcements 9695-9752. Commissioner Tetlow moved to approve the examination announcements. The motion was seconded by Commissioner Moore and approved unanimously.

Item #7(b) was temporarily deferred to later in the meeting.

Item #8(a) was the ratification of Public Integrity Bureau (PIB) 60 day extension requests. Chairperson Craig called for public comment. There being none, Commissioner McClain moved to approve the extensions. Commissioner Tetlow seconded the motion and it was approved by Commissioner Craig with Commissioner Moore abstaining.

Item #8(b) was a motion from the administration for a re-hearing on the Commission's reversal of the Jonathan Parker PIB extension. Claude Schlessinger, representing Mr. Parker, questioned if this request was procedurally permissible. Mr. Greene stated that he was unable to find case law on the matter and that the issue comes up under the Police Officer Bill of Rights. He did not think it was procedurally inappropriate.

Mr. Schlessinger noted that the first and second set of 60 days had been exhausted. Elizabeth Robins stated that the Commission heard the matter at its July 18, 2017 meeting at which time the request for an extension for the PIB investigation regarding Mr. Parker was not approved. She noted that the Commission has always had a concern regarding the extension of PIB investigations because employees cannot be promoted while under investigation. She noted that Mr. Parker claimed he was up for a promotion to the K-9 unit, which is in fact, not a promotion. She noted that it was actually an application for transfer and that promotions are by rank such as Sergeant, Lieutenant and Captain. Commissioner Tetlow noted that there would be an increase in pay. Ms. Robins believed the Commission made its decision based in part on this information. She noted that sustained violations, as opposed to pending violations, are not criteria when considering an employee's transfer. She stated she had provided NOPD's application for transfer. She then proceeded to describe the reason for the PIB investigation. She then noted that she had filed for reconsideration due to the incorrect information regarding the promotion. Commissioner Moore asked how much of the investigation had been completed during the first 60 days. Commissioner Craig recalled that nothing had been done during the first 60 days. Ms. Robins noted that she advised NOPD on day 59 that there would not be an extension, so the Deputy Chief of Personnel tried to contact Officer Parker to get him to give a statement. She stated she is asking the commission to reconsider the denial of the extension because the primary reason for denial was based on Officer Parker's claim that he was up for promotion and a pending misconduct claim would block him from promotion. Commissioner McClain stated that there is no rule that he is aware of that says the Commission should deny a request for extension if a person is up for promotion. He also noted that there is still a possible adverse impact on the transfer due to the potential increase in pay and a take home car. Ms. Robins noted that the department tried to interview Officer Parker on the last day, but his father who was serving as his attorney was unable to be there so the interview did not take place. NOPD then sustained the violation and went forward with a hearing on August 17<sup>th</sup>. Commissioner McClain asked Ms. Robins why she was seeking an extension after the hearing had already taken place. She explained that then any actions that took place between July 18<sup>th</sup> date and the hearing would be within the sixty day deadline. Mr. Julian Parker, representing Officer Parker, stated that a hearing did not take place. He and Officer Parker had reported for a hearing and were told by the desk officer that there was no hearing. Ms. Robins stated she would withdraw the

request if there was no hearing. She stated she would call Captain Simon Hargrove at PIB to determine if a hearing had occurred. Ms. Robins then exited the meeting to make the phone call. Mr. Schlessinger stated that PIB should never have let the investigation drag on for so long.

The commission proceeded with its agenda while Ms. Robins contacted Captain Hargrove.

Item #7(b) was then addressed. It was a request for approval of the Police Sergeant Examination Announcement. Director Hudson noted that it was broken out because it is a large promotional exam. There being no public comment, Commissioner McClain moved to approve the announcement. The motion was seconded by Commissioner Tetlow and approved unanimously.

Item #9(a) under communications was a report on ADP ongoing issues. Robert Hagmann reported that staff would be working with Fire and Finance on the dual pay issue brought before the Commission. He also noted staff had been working on implementation of the EMS special rates of pay and would be working on upcoming police pay adjustments.

The Commission then returned to item #8(b). Ms. Robins reported Superintendent John Thomas and Captain Hargrove were on the way to the meeting. Mr. Greene noted that if NOPD issued discipline it is likely that the appellant would challenge any information collected outside of the scope of the initial 60 days. It is almost an evidentiary issue at this point.

Chief John Thomas appeared and reported that he did not know if there had been a hearing on August 17<sup>th</sup>.

Commissioner McClain moved for denial of the administration's motion. Commissioner Moore seconded the motion and it was unanimously denied.

Item #9(b) was a report on Civil Service Budget and Staffing. Director Hudson reported that a space had been found for digital testing for Police Recruit. Staff was working with NOPD and the New Orleans Police and Justice Foundation to digitize the test, administer it locally and then offer it nationally. She noted that the computers offered for the space are backup computers for 311, but that staff's preference is to have modern computers. She further noted that the space is dark and dingy and does not present the image to potential employees that staff would like. She further noted that the



space does not solve the issue of lack of space for staff. It only replaces borrowed space on the 11<sup>th</sup> floor.

Director Hudson stated no feedback had been received on the additional office space for staff. Commissioner Craig asked Rebecca Atkinson from the CAO's Office if any progress had been made on securing additional space for staff working in cramped conditions. Ms. Atkinson noted that the timing of the request was an issue due to the budget cycle. Commissioner Craig reiterated the request for more space.

Director Hudson reported that the department's budget hearing will be held on October 2<sup>nd</sup>. She stated it appeared that the department would receive an additional \$219,000 for personal services and that that amount would support two requested analysts and one psychometrician. She noted that there is no physical place to put them. Additionally, the administration had proposed an additional \$166,000 for other operating costs including funding for the Police Lieutenant and Fire Captain promotional tests, as well as, funding for additional hearing officers and court reporters. Finally, the proposed budget appeared to include funding for litigation related to the Great Place to Work Initiative. She noted that the department had posted RFQs for court reporter and psychologist. An increase in Juvenile Detention and Fire Recruit hiring had caused the psychologist to push up against the current \$15,000 contract limit.

Director Hudson stated that the administration had requested that the department complete a transition memo for the incoming administration. Commissioner McClain asked if Director Hudson had requested any additional funds in the budget for an increase in compensation for Civil Service staff. Director Hudson responded that the administration would be the entity to include funding for that and that SSA had not yet finished the compensation study. Commissioner McClain asked if the city awarded cost of living adjustments. Director Hudson noted that it did not. She stated that departments cannot submit pay increases without a pay plan amendment. She did not know if the city would be budgeting the money for a merit increase in 2018. Commissioner McClain said that in his assessment, very hard work is being regularly performed by Civil Service departmental staff.

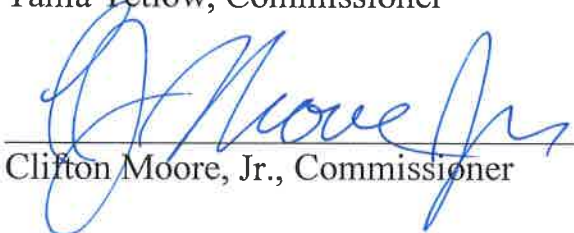
Item #8(c) was a report by SSA on the comprehensive classification and salary study. Director Hudson stated that staff met with SSA for an extended period on the Thursday prior to the meeting. It was her understanding that SSA is

going to present a recommendation at the end of the week regarding the proposed police pay increases.

There being no additional business to consider, Commissioner McClain moved for adjournment at 1:55 p.m. The motion was seconded by Commissioner Tetlow and approved unanimously.

  
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Michelle Craig, Chairperson

  
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Tania Tetlow, Commissioner

  
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Clifton Moore, Jr., Commissioner