

## MINUTES OF JUNE 3, 2020

A meeting of the Lafayette City-Parish Civil Service Board was held on Wednesday, June 3, 2020, at 5:30 p.m. in the City Hall atrium.

**PRESENT:** Julie Broussard, Chair  
Jim Ziler, Vice - Chair  
Adrian Baudoin  
George Armbruster III, Attorney of the Board

**ABSENT:** RoxAnne Chaisson-Pitre  
Germaine Breaux

1. Public comments announcement

An announcement regarding public comment was read by Mr. Adrian Baudoin. No action was necessary, and there were no public comments.

2. Approval of minutes of February 12, 2020 meeting

Minutes of the February 12, 2020 meeting were approved and signed after a motion to do so by Mr. Baudoin. Motion was seconded by Mr. Jim Ziler. There were no public comments, and the motion carried unanimously.

3. Public Hearing on proposed change to Civil Service Rule IV.12, eliminating the provision for severance pay

Mr. Adam Marcantel, Civil Service Director, provided a brief overview of the matter, which was discussed in detail at the February 12, 2020 meeting, reminding the Board that the severance pay provisions of Rule IV would likely be found to be in violation of the Louisiana Constitution of 1974, Article VII.4. Mr. Marcantel stated the rule change was posted for thirty (30) days, with the intent to hold the meeting to adopt the change in March. However, due to the suspension of meetings as a result of the COVID-19 pandemic, that meeting was postponed. Mr. Marcantel told the Board that, during the public comment period, there was no opposition to the change.

Mr. Ziler moved to approve the rule change and the motion was seconded by Mr. Baudoin. There were no public comments, and the motion carried unanimously.

4. Classification and pay recommendations:

- a. Recommendation to abolish the vacant class Printing Technician in the Administrative Services Department

Mr. Marcantel clarified for the Board that the class in question was titled "Printing Clerk," not "Printing Technician," as was on the agenda. After hearing that Lafayette Consolidated Government no longer does in-house printing and, therefore, no longer employs Printing Clerks, Mr. Ziler made a motion to abolish the class. Mr. Baudoin seconded the motion and there were no public comments. The motion carried unanimously.

- b. Recommendation to abolish the vacant classes WIOA Counselor, WIOA Information Specialist, WIOA Coordinator, Workforce Development Manager, WDB Planner, Workforce Development Board Executive Administrator, Sentence Coordinator, Alternative Services Coordinator, and Court Services Supervisor in the Community Development and Administrative Services Departments

Mr. Marcantel told the Board that the duties that were captured by the above classes have all been absorbed by other entities: the Workforce Innovation and

Opportunity Act (WIOA) duties were taken over by South Louisiana Community College, Workforce Development Board duties were taken over by a regional board, and Court Services is now under Lafayette City Court. As such, these classes no longer need to be maintained by Civil Service.

Mr. Baudoin made a motion to abolish the classes. Mr. Ziler seconded the motion and there were no public comments. The motion carried unanimously.

- c. Recommendation to abolish the vacant class Library Systems Administrator in the Library Department

Mr. Marcantel explained that, as a result of a re-organization of the Library's Information Services section, the duties of the Library Systems Administrator were distributed to other positions and the class is no longer necessary. Mr. Ziler made a motion to abolish the class. Mr. Baudoin seconded the motion and there were no public comments. The motion carried unanimously.

- d. Recommendation to abolish the vacant class Annexation Coordinator in the Development and Planning Department

Mr. Marcantel told the Board that, at one time, the Development and Planning Department had a position that was exclusively devoted to annexations and was classified as Annexation Coordinator. When the incumbent in that position retired, the annexation duties were absorbed by a position classified as Planner II, making the Annexation Coordinator class no longer necessary. Mr. Baudoin made a motion to abolish the class. Mr. Ziler seconded the motion and there were no public comments. The motion carried unanimously.

- e. Recommendation to abolish the vacant class Accounting Analyst in the Accounting and Finance Department

Mr. Marcantel told the Board that, similar to the previous agenda item, no position in the Accounting Analyst class has been filled since the last incumbent retired and the duties have been absorbed by other accounting classes. Mr. Ziler made a motion to abolish the class. Mr. Baudoin seconded the motion and there were no public comments. The motion carried unanimously.

- 5. Discussion regarding recent layoffs of Civil Service employees in the Department of Community Development

Mr. Marcantel stated that this item was placed on the agenda so that the Board could ask any questions and get information that they may want related to the recent layoffs of Community Development employees. Mr. Ziler confirmed that the employees were not terminated for cause and were, in fact, laid off through no fault of their own. Ms. Julie Broussard asked about the rights of the employees for rehire, and Mr. Marcantel explained the process for both re-employment and re-instatement, emphasizing that the employees would not have to re-apply or re-test for their old positions, should the positions become open again in the next two (2) years. Mr. Marcantel also explained that the Rules do not provide for automatic re-hire, but rather provide for automatic consideration and opportunity to re-hire. After clarifying the number of employees affected, Ms. Broussard inquired as to whether any of the full-time employees that were laid off had other opportunities available to them. Mr. Marcantel informed the Board that three (3) employees had inquired and expressed interest other positions. Both Mr. Marcantel and Mr. Rick Zeno, Human Resources Manager, addressed the Board and expressed their appreciation for the care and concern shown to the employees by Ms. Heather Newman, Civil Service Analyst, who spoke to each of the affected employees individually and guided them through the layoff process as it relates to their Civil Service rights.

6. Board clarification on whether a Letter of Reprimand is subject to appeal under Rule II.4.1.

Mr. Marcantel referenced a letter of appeal from an attorney representing an employee in which the employee wanted to appeal a letter of reprimand. Despite Mr. Marcantel's correspondence back to the attorney that a letter of reprimand was not subject to appeal under Rule II.4.1., the attorney insisted that Louisiana Revised Statutes provided for such an appeal. Mr. Marcantel disagreed and placed the matter on the agenda so that the Board could render a ruling on whether employees may appeal letters of reprimand. Mr. George Armbruster III, Attorney of the Board, researched the legal issues surrounding this matter and offered his opinion that 1) the state statutes do not apply to this employee since the Lafayette Consolidated Government created its own system as provided for in the Louisiana Constitution of 1974, Article 15, 2) the Lafayette Home Rule Charter does not require the employee to have rights of appeal for anything other than dismissal, demotion, or other disciplinary matters that may be provided for in the Civil Service Rules, and 3) Rule II.4.1. does not include letters of reprimand as an action subject to appeal.

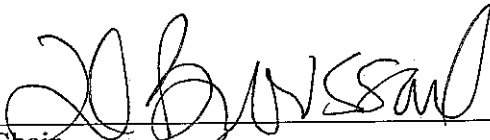
Mr. Baudoin sought clarification on the reasons why the Board would have to consider this agenda item, as Mr. Armbruster and Mr. Marcantel had both indicated that they do not believe that a letter of reprimand is subject to appeal. Mr. Armbruster stated that the Board ruling on this matter would give the Director guidance on how to interpret this and future requests for appeal. Mr. Ziler asked whether Lafayette Consolidated Government had a policy in which a certain number of letters of reprimand would trigger the next step in a progressive discipline structure. Mr. Zeno confirmed that there was no automatic trigger, as each disciplinary matter was considered on a case-by-case basis.

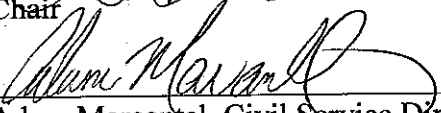
After discussion, Mr. Baudoin made a motion to state that, under Civil Service Rules, letters of reprimand are not subject to appeal to the Board. Mr. Ziler seconded the motion, and there were no public comments. The motion carried unanimously.

7. Public comments

Mr. Marcantel informed the Board that there are several potential disciplinary appeals that are on hold, per the Governor's orders during the COVID-19 pandemic. Mr. Marcantel stated that he anticipates those orders being modified, which may free up the Board to again begin planning and scheduling appeals.

Mr. Baudoin made a motion to adjourn. Mr. Ziler seconded the motion, and there were no public comments. The motion carried unanimously.

  
Chair

  
Adam Marcantel, Civil Service Director

7/14/20  
Date

