



MANDEVILLE

A Historic Lakefront Community

MUNICIPAL POLICE EMPLOYEES' CIVIL SERVICE BOARD

BRIAN J. BURKE
Chairman
RICHARD C. AINSWORTH
Vice-Chairman
JACK B. MCGUIRE
LAURA S. CRESSY
RICHARD C. JONES

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MUNICIPAL EMPLOYEES' CIVIL SERVICE BOARD MEETING MINUTES

DATE:	Tuesday, May 21, 2024
TIME:	5:00 PM
LOCATION:	Mandeville City Hall 3101 East Causeway Approach Mandeville, LA 70448

ATTENDANCE:

Brian Burke, Chairman	Present
Richard Ainsworth, Vice-Chairman	Present
Jack McGuire	Present
Laura Cressy	Absent
Richard Jones	Present

ALSO PRESENT:

Joanna Anderson	Board Secretary
Cara Bartholomew	Planning Director
Pamela Ulfers	HR Assistant

Chairman Burke called the meeting to order at 5:01 PM and concluded that there was a quorum present; the agenda could be addressed.

Agenda Item 3: Recommendation to the City Council of Planning Department job description updates:

- **Planning Technician (formerly Planning Secretary)**
- **Planner I – CFM (formerly Planner I – Special Projects)**
- **Planner I – Landscape (formerly Landscape Inspector)**

Cara Bartholomew presented proposed updates to three position descriptions within the Planning Department. Mr. Jones made a motion to recommend the updated Planning Department job descriptions to the City Council. Mr. Ainsworth seconded the motion. *There being no further questions or comments, the motion passed 4 – 0.*

Agenda Item 1: Approval of Minutes

Mr. Ainsworth made a motion to approve and adopt the drafted minutes from April 16, 2024. Mr. Jones seconded the motion. *There being no further questions or comments, the motion passed 4 – 0.*

Agenda Item 2: Consideration of drafted "Part II: Rules of Appeals Procedure" and Appendix A (Scheduling Order)

Mr. Ainsworth made a motion to recommend to City Council the presented verbiage changes to the Municipal Employees' Civil Service Manual regarding the Rules of Appeals and Appendix A. Mr. Jones seconded the motion. *There being no further questions or comments, the motion passed 4 – 0.*

With no further business, Mr. Jones made a motion that the meeting be adjourned. The motion was seconded by Mr. Ainsworth. *There being no further questions or comments, the motion passed 4 – 0.* The meeting was adjourned at 5:14 PM.

APPROVED

Brian J. Burke, Chairman

Joanna Anderson, Secretary