



MANDEVILLE

A Historic Lakefront Community

MUNICIPAL POLICE EMPLOYEES' CIVIL SERVICE BOARD

BRIAN J. BURKE
Chairman
RICHARD C. AINSWORTH
Vice-Chairman
JACK B. MCGUIRE
RICHARD C. JONES
JAMES CARLSON

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MUNICIPAL POLICE EMPLOYEES' CIVIL SERVICE BOARD MEETING MINUTES

DATE:	Tuesday, February 4, 2025
TIME:	5:00 PM
LOCATION:	Paul R. Spitzfaden Community Center 3090 East Causeway Approach Mandeville, LA 70448

ATTENDANCE:

Brian Burke, Chairman	Present
Richard Ainsworth, Vice-Chairman	Present
Jack McGuire	Absent
Richard Jones	Absent
James Carlson	Present

ALSO PRESENT:

Joanna Anderson	Board Secretary
Todd Schliem	MPD Chief
David Greenwood	MPD Asst. Chief
Frank Francois	Former MPD
Heidi Revere	MPD Secretary
Pamela Ulfers	HR Assistant

Chairman Burke called the meeting to order at 5:10 PM and concluded that there was a quorum present; the agenda could be addressed.

Agenda Item 1: Election of Chairman & Vice-Chairman

Mr. Ainsworth made a motion to re-elect Brian Burke as Chairman. Mr. Burke seconded the motion. *There being no further questions or comments, the motion passed 3 – 0.*

Mr. Burke made a motion to re-elect Richard Ainsworth as Vice-Chairman. Mr. Ainsworth seconded the motion. *There being no further questions or comments, the motion passed 3 – 0.*

Agenda Item 2: Swearing-in of new Board member – James Carlson

Mr. Burke announced that Mr. Carlson had been appointed by the St. Tammany Chamber to serve on both the Municipal Police Employees' Civil Service Board and the Municipal Employees' Civil Service Board for a term of four years, expiring on September 9, 2028. Mr. Carlson was then sworn in by Mr. Burke.

Agenda Item 3: Approval of Minutes

This agenda item was deferred until the next MPECS meeting.

Agenda Item 4: Police Officer reinstatement request

Mr. Ainsworth made a motion to reinstate Officer Frank Francois at Step 21 on the pay scale. Mr. Carlson seconded the motion. *There being no further questions or comments, the motion passed 3 – 0.*

Agenda Item 5: Consideration of Police Secretary job description update and related changes

Mr. Ainsworth made a motion to approve changes to the Police Secretary job description to include a title change of Administrative Operations Specialist. Mr. Carlson seconded the motion. *There being no further questions or comments, the motion passed 3 – 0.*

With no further business, Mr. Ainsworth made a motion that the meeting be adjourned. The motion was seconded by Mr. Carlson. *There being no further questions or comments, the motion passed 3 – 0.* The meeting was adjourned at 5:16 PM.

Brian J. Burke, Chairman

Joanna Anderson, Secretary