

NOTICE OF PUBLIC MEETING

ABBEVILLE MUNICIPAL EMPLOYEES CIVIL SERVICE REGULAR BOARD MEETING

A public meeting as follows:

DATE: November 16, 2022
TIME: 5:15 P.M.
PLACE OF MEETING: City Council Meeting Room
101 N. State Street
Abbeville, Louisiana 70510

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Municipal Employees Civil Service Board of the City of Abbeville, State of Louisiana, has been ordered and called and will be held on **Wednesday, November 16, 2022** at the Abbeville City Hall Council Meeting Room, 101 N. State Street, Abbeville, Louisiana, at 5:15 p.m. for the following purpose:

AGENDA

1. Open Meeting
 - Roll Call
 - Denise Ardeneaux, Chairman
 - Hollie Nelms, Vice-Chairman
 - Cicely Brailey
 - John Joseph
 - Sabien Brown
 - Calvin "Woody" Woodruff, Board Attorney
2. Pledge of Allegiance
3. Prayer
4. Adoption of Minutes – August 17, 2022
5. Public Comments

6. Unfinished Business

7. New Business

- a. Consider the adoption of a 2023 regular quarterly meeting calendar.
 - a. Wednesday, February 15, 2023
 - b. Wednesday, May 17, 2023
 - c. Wednesday, August 16, 2023
 - d. Wednesday, November 15, 2023
- b. Consider abolishing an existing class in the classification plan.
 - a. City Council **Resolution R21-09 March 2, 2021.**
A resolution requesting the Abbeville Municipal Employees Civil Service Board to abolish the position of Park Director and to have the remove the position of Director of Parks and Recreation from the list of Municipal Officers. The motion carried unanimously.
 - b. Abolish Class Code 2805 Classification Title Parks & Recreation Director Range 14.
- c. Consider revising an existing Classification Title and Municipal Civil Service Pay plan
 - a. Revise the Classification Title of Public Works Director position in the existing Classification Plan to Director of Public Works & Parks. Class Code 2705 Director of Public Works & Parks.
 - b. Adopt the revised job description of the Director of Public Works & Parks.
 - c. Adopt the revised Pay Plan for Range 22.
- d. Consider implementing an annual job performance evaluation for classified employees.
 - a. The Performance Evaluation System is a tool used to measure individual performance and to develop employees into high-performing individuals.
 - b. The Performance Evaluation System will apply to all classified employees. The performance evaluation year shall be July 1st through June 30th of each year.
 - c. A committee will be created to research and create an effective performance evaluation system. The committee will report to the Civil Service Board and Appointing Authority periodically ensure communication and guidance is continuance.
- e. Schedule a a Special Meeting of the Municipal Employees Civil Service Board of the City of Abbeville, State of Louisiana, to be held on **Wednesday, December 14, 2022** at the Abbeville City Hall Council Meeting Room, 101 N. State Street, Abbeville, Louisiana, at 5:15 p.m. for the revision of the existing Classification Title and Municipal Civil Service Pay Plan.

- f. Announce the time and date of the next Regular Meeting of the Municipal Employees Civil Service Board of the City of Abbeville, State of Louisiana, at 5:15.

8. Adjournment

All interested parties are invited to attend.

In accordance with the Americans with Disabilities Act,
If you need special assistance, please contact
Mayor Roslyn White's Office at 337-893-4206
describing the assistance that is necessary