

**MINUTES OF  
LAKEFRONT MANAGEMENT AUTHORITY  
HUMAN RESOURCES COMMITTEE MEETING  
HELD ON THURSDAY, AUGUST 19, 2021**

**PRESENT:** Chair David Francis  
Vice Chair Stanley Cohn (\*entered at 2:22)  
Commissioner Thomas Fierke  
Commissioner Dawn Hebert

**ABSENT:** Commissioner Bob Romero

**STAFF:** Louis Capo – Executive Director  
Madison Bonaventure– Board Secretary  
Shelly Raborn – Human Resource Specialist

**PUBLIC:** Lester Royal – Harrah’s Casino  
Clarise Arnold – Alpha Land Management

---

The Human Resources Committee of the Lakefront Management Authority met on Thursday, August 19, 2021 at the New Orleans Lakefront Airport Terminal Conference Center located at 6001 Stars and Stripes Boulevard, New Orleans, Louisiana, 70126. The Committee met after notice was posted and sent to the public and media.

Chair Francis called the meeting to order at 2:03 PM and led in the pledge of allegiance. Director Capo called the roll, and a quorum was present.

**Opening Comments:**

Chair Francis explained that the purpose of the meeting was to discuss the revisions to the Employee Handbook, and it was his understanding that most of the changes to the Handbook were a result of policy changes governed by State Civil Service (SCS).

**Motion to Adopt Agenda:**

A motion was offered by Commissioner Francis, seconded by Commissioner Hebert, and was unanimously approved to adopt the agenda.

**Public Comments:** None

## **New Business:**

### **1) Motion to recommend approval of the proposed edits to the Policy and Procedures Handbook for employees of the Lakefront Management Authority**

Shelly Raborn, Human Resource Specialist, explained that in April of 2019 an Employee Handbook was adopted. Prior to the adoption of the Handbook, the Orleans Levee District Handbook was utilized. She further explained that management decided to reevaluate the Handbook about every two years and to seek approval from the Board for the inclusion of new SCS policies or internal changes; however, employees and new hires were made aware of new policies that were not adopted into the Handbook. She advised that the changes to the Handbook were primarily a result due to changes in policy's passed by State Civil Service, and some policies were added that were unique to the Authority, such as dress code considerations for workers whose job duties required them to be outdoors.

Ms. Raborn began to describe changes to the Handbook at the request of the Chair and answer questions the Committee had:

She informed the Committee that the Authority's name had been updated from Non-Flood Protection Asset Management Authority to Lakefront Management Authority throughout the document.

She explained that each employee is rated annually for their performance, and the pay raises associated with their rating were once referred to as "performance adjustments". SCS has changed its policy and now these increases – which are the same amount regardless of a Successful or Exceptional rating – were now referred to as "market adjustments". She explained that the increases are authorized by the Governor on an annual basis. She explained that an employee needed to be with an agency beginning by January 15 or earlier to receive the market adjustment the following July. She indicated that the date had been changed by SCS as it was previously January 1, and the change had been applied to the Handbook.

She explained that in the section describing the role of exempt and non-exempt employees she removed the name of the positions which were considered exempt because the position names had evolved, changed, or had been removed. Instead, she included the rules and policies which dictate which employees or exempt or non-exempt, and she informed the Committee that she informs each employee on their status upon hire. She also included verbiage about reaching out to the Human Resources Department should they have any questions about their status and a form is signed by the employee and submitted to SCS regarding their status.

Chair Francis asked about the break period. Ms. Raborn indicated that she added more information regarding workday hours and how the lunch period is deducted through the Authority's payroll system, ADP. She said that each workday is an 8.5-hour day, and a half hour is automatically deducted as an unpaid lunch break.

Commissioner Hebert asked if the employees were able to choose when they took their lunch break. Ms. Raborn confirmed that was the case, and she also advised that if for some reason an employee does not take their lunch break due to extenuating circumstances, a meal override can be applied per the approval of their supervisor. A meal override removes the automatic deduction.

Chair Francis asked about the flex time policy. Ms. Raborn explained that the Authority did have a flex time policy, and the flexing of time needed to be approved by that employee's supervisor. She gave an example: if an employee has a doctor's appointment one morning, he or she could work an additional time for subsequent days, if approved, in lieu of utilizing leave.

Ms. Raborn advised that she removed the section regarding the approval of volunteer work hours because the Authority did not have volunteers.

She added a note that all overtime needed to be approved before working overtime hours.

Chair Francis asked about the section describing leave. Ms. Raborn explained that the section was not comprehensive on all leave accrual types, so she added more information for the benefit of employees, such as compensatory "comp" leave and special leaves.

Ms. Raborn explained that a section was added regarding duty stations. She said according to SCS, a permanent employee's workstation can be moved by the appointing authority. She explained that in this context, this policy applies when the physical workstation is moved but duties are the same. For example, if the Authority moved offices, this policy would be helpful. She noted that this was absent from the current Handbook. She indicated that the rules are different for permanent versus probationary employees, and those rules were described in the new proposed version of the Handbook.

Director Capo said that an employee, for example, could be moved from the administrative office to the maintenance office or to Orleans Marina without loss of their status. Commissioner Hebert asked how that would affect the employee's seniority.

Ms. Raborn responded that due to SCS policy, there were no longer performance adjustments, and market adjustments were given regardless of years worked. She explained that each employee given a Successful rating or higher would receive a raise based on where they are within their coded pay scale, which is determined by their respective SCS classification. She indicated that the raises are offered at two, three, or four percent, and are determined by where the employee's salary falls within the allowable pay range. It does not consider performance or seniority.

Ms. Raborn explained that a multiweek work schedule was not permitted: 40 hours needed to be worked each week, and an average of 80 hours per pay period was not acceptable per SCS policy. This language was clarified in the proposed revised Handbook.

She explained that comp time leave, determined by overtime hours worked by exempt employees, can be accrued and only 360 of those hours can be rolled over into the next fiscal year. The timing of the payment of this leave is determined by the Authority; however, if payment is rendered it must be made no longer than 90 days after the determined period. Director Capo and Ms. Raborn commented that this event was not common but does happen sometimes, often with the fire fighter employees.

Chair Francis asked Director Capo accrued the costs for this. He confirmed that was the case.

Commissioners Fierke and Francis requested that Ms. Raborn define the fiscal year in the Handbook.

Ms. Raborn explained that the section describing emergency coverage was revamped for the purposes of FEMA cost reimbursement. She explained that in the past the Authority had received feedback from FEMA regarding its policies, and in response they have proposed this improved policy for enhanced efficiency with reimbursements with stronger definitions regarding preparation for disasters and post-disaster activities.

Ms. Raborn explained that she included more information regarding how leave is accrued, and she clarified that the immediate supervisor of an employee approves leave time. She explained that SCS passed a policy to approve sick leave for the care of an immediate family member of that employee in view of the COVID-19 pandemic; however, this policy had no expiration.

Chair Francis indicated that there was some language regarding the COVID-19 pandemic in the Handbook and questioned if the language should be more generic given that the Employee Handbook was a long-standing document. Ms. Raborn said she included a new section regarding SCS's leave policies and the COVID-19 pandemic. Chair Francis requested more generic language that stated that the Authority would follow policies passed by SCS. Commissioner Hebert asked if the COVID-19 leave was separate from FMLA. Ms. Raborn responded that an employee can apply for FMLA leave for COVID-19, but there were separate leave policies as well. She clarified that paid leave for COVID-19 is no longer a requirement by SCS.

Ms. Raborn explained that the military leave had been changed by SCS, and so the new policy was copied and pasted into the proposed Handbook. She also clarified that the Educational Leave policy was erroneously added into the previous Handbook as many policies included in the first version of the Handbook were mirrored from the LMA's sister agency, the Southeast Flood Protection Authority – East. She said that the Authority would need to have this policy approved by SCS at the request of the appointing authority before implementing it, so it had been removed.

Commissioner Cohn entered the meeting.

Chair Francis asked Ms. Raborn to explain the changes she made to the section regarding the performance of assigned duties. Ms. Raborn responded that she added the verbiage that an employee is not obligated to carry out duties deemed unlawful, unsafe, and/or unethical (per SCS employee training and policies) because an employee can be removed from a position for being insubordinate for not meeting the request of their supervisor. She felt this language would further support employees.

Ms. Raborn said that she included the permissibility of wearing shorts for workers whose duties required them to be outside, such as marina employees. She added the provision that the shorts be no shorter than the length of the wearer's finger tips. She also explained that she generalized the paragraph describing the requirement of personal protective equipment (PPE) and changed it to a clause stating that an employee shall wear all PPE required by the respective department head. Commissioner Fierke suggested that Ms. Raborn strike the clause describing the allowable length of the shorts and include language stating that the supervisor will determine the appropriateness of the length of shorts. He expressed concern about making employees perform a test to show that their apparel was appropriate.

Ms. Raborn said that she modified the section regarding outside employment to include that the fire fighter details and overtime be approved by the Airport Director instead of the appointing authority. Commissioner Fierke asked Ms. Raborn to strengthen the language to say that all

employees “must” disclose outside employment. Director Capo requested that he be notified of all fire fighter details.

Ms. Raborn said that a policy was added to allow the use of radio devices for those employees who do not perform customer service duties if approved by their supervisor.

Chair Francis inquired about the EEOC policies. Ms. Raborn noted that the section had been updated pursuant to any EEOC policy changes and/or additions.

Ms. Raborn explained that she further clarified the section regarding car accidents while on duty.

Chair Francis asked about the social media policy changes. Ms. Raborn explained that some employees need to use social media for their job duties for the Authority, and so the policy had been updated to include the prohibition of the use of personal social media while on duty. The social media policy originally stated that employees were prohibiting from posting content about the agency that was known to be false, but she amended it to information not known to be factual.

Director Capo asked Ms. Raborn if she could include a social media policy stating that employees shall not make social media posts about the Authority instead of a policy stating that employees respectfully discuss the Authority on social media. Chair Francis and Ms. Raborn expressed concern and did not think that level of prohibition was permissible. Chair Francis instructed Ms. Raborn to confer with SCS to see what their policy was and to follow suit if they had a recommendation. Commissioner Fierke and Chair Francis discussed hypothetical issues surrounding the social media policy.

Commissioner Fierke made additional labeling and numbering requests so the Handbook would be more referable.

A motion was offered by Commissioner Fierke, seconded by Commissioner Hebert, and was unanimously adopted to recommend approval of the proposed edits to the Policy and Procedures Handbook for employees of the Lakefront Management Authority.

**Announcement of next Regular Finance Committee Meeting:**

**1) Upon Request of the Chair**

**Adjourn:**

A motion was offered by Commissioner Fierke, seconded by Commissioner Cohn, and unanimously adopted, to adjourn. The meeting was adjourned at 2:36 P.M.