

STATE OF LOUISIANA
MUNICIPAL POLICE SUPPLEMENTAL PAY
BOARD OF REVIEW

JUNE 12, 2014, 10:00 P.M.

BOARD MEMBERS PRESENT:

Bry Layrisson, Chairman

Ternesia Hutchinson

STAFF PRESENT:

Paul Schexnayder, Esq.

Katie Ryland

Kelly Boudreaux

OTHERS PRESENT:

Billy Craddock, Asst. Chief, Sulphur Police Dept.

Jennifer Young, Sulphur Police Dept.

Melanie Burleson, Sulphur Police Dept.

MICHELLE S. ABADIE, CCR
Baton Rouge, Louisiana

I N D E X

	PAGE(S)
CALL TO ORDER	3
APPROVAL OF THE MINUTES OF February 13, 2014	3
NEW BUSINESS	
Sulphur Police Department - Jennifer Young	3, 10, 21
Sulphur Police Department - Melanie Burleson	3, 10, 21
Village of Fisher Police Dept.- Lamar Thomas	4
Mansfield Police Dept. - Joseph Pratt	5
Vidalia Police Dept. - Frank Duson	8
LEGAL MATTERS	20
BILLING	21
NEW APPLICATIONS SUBMITTED FOR APPROVAL	21
BUDGET MATTERS	24
SET TIME AND DATE OF NEXT MEETING	24
ADJOURN	24

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

CALL TO ORDER

MR. LAYRISSON:

It's Thursday, June 12th. I would like to call this meeting to order.

APPROVAL OF MINUTES OF MEETING - FEBRUARY 13, 2014

MR. LAYRISSON:

I'd like to entertain a motion for approval of the minutes from the February 12, 2014, meeting.

MS. HUTCHINSON:

I will make that motion.

MR. LAYRISSON:

We have a motion and a second.

MS. RYLAND:

I can't.

MR. LAYRISSON:

I did second it.

The motion passes without objection.

NEW BUSINESS

Sulphur Police Department - Melanie Burleson

Sulphur Police Department - Jennifer Young

MR. LAYRISSON:

The first item on the agenda under new business, Sulphur Police Department.

Would you like to explain that to us, please?

1 **MS. BURLESON:**

2 We took a wrong turn, and our Asst. Chief is with us.
3 He had to go park. He just dropped us off.

4 **MR. LAYRISSON:**

5 All right. Let's push that to the bottom of the new
6 business agenda.

7 Let's go ahead and move to the Village of Fisher
8 Police Department

9 Village of Fisher Police Department - Lamar Thomas, Jr.

10 **MR. LAYRISSON:**

11 Could you give us some info on that one, please?

12 **MS. RYLAND:**

13 Yes. This is a new department that we received an
14 application for. Everything is in order, so we just need
15 approval.

16 **MS. HUTCHINSON:**

17 And he's the --

18 **MS. RYLAND:**

19 Chief.

20 **MS. HUTCHINSON:**

21 And the only person that --

22 **MS. RYLAND:**

23 Yes.

24 **MS. HUTCHINSON:**

25 Okay. I'll make a motion to approve this gentlemen

1 for the Village of Fisher.

2 **MR. LAYRISSON:**

3 All right. I'll second.

4 The motion passes.

5 **Mansfield Police Department - Joseph Pratt**

6 **MR. LAYRISSON:**

7 Let's move on to the next item on the agenda, the
8 Mansfield Police Department, Joseph Pratt.

9 **MS. RYLAND:**

10 Okay. After reviewing the monthly warrant through
11 our audit, we determined that Joseph Pratt was an
12 administrative assistant, so we asked for more
13 documentation. The Chief then changed Mr. Pratt's job
14 title to the Assistant Chief of Police, so we decided to
15 bring it before the Board and let you all decide how to
16 handle this situation.

17 **MR. LAYRISSON:**

18 Paul?

19 **MS. HUTCHINSON:**

20 Is his job duties the same as the administrative
21 assistant?

22 **MR. SCHEXNAYDER:**

23 It only changed on one.

24 **MS. HUTCHINSON:**

25 It's not the position title. I thought it was the

1 job duties?

2 **MR. LAYRISSON:**

3 That's what he says in our letter, if you read the
4 letter that we got from the Chief here.

5 **MS. HUTCHINSON:**

6 He says it's the exact same job duties, so -- or same
7 responsibilities as the administrative assistant. For a
8 reason we denied that person before because of job duties?

9 **MS. RYLAND:**

10 The job title of administrative assistant is an
11 ineligible position.

12 **MS. HUTCHINSON:**

13 So did they submit the job duties of what that person
14 does?

15 **MS. RYLAND:**

16 No, he did not submit it.

17 **MR. SCHEXNAYDER:**

18 Do you want to send him a letter saying --

19 **MS. HUTCHINSON:**

20 I think we need the job duties.

21 **MS. BOUDREAUX:**

22 The job title, the first page.

23 **MS. HUTCHINSON:**

24 What are the job duties? Which one are you referring
25 to?

1 **MS. RYLAND:**

2 Didn't put a job description -- she did request it,
3 and that's what she got.

4 **MS. HUTCHINSON:**

5 Assists in overall day-to-day of the department.
6 Tell him we need job duties for the -- the percentage
7 allocations.

8 **MS. RYLAND:**

9 All right.

10 **MS. HUTCHINSON:**

11 Do we need to make a motion?

12 **MR. SCHEXNAYDER:**

13 Yes.

14 **MS. HUTCHINSON:**

15 I'll make a motion to defer this Joseph Pratt with
16 Mansfield Police until we receive the job duties of this
17 position.

18 **MR. LAYRISSON:**

19 I'm okay with that, and would just like to add that
20 let's keep him eligible for back pay on this if he is
21 approved at the next meeting, you know, once we receive
22 it.

23 **MS. RYLAND:**

24 Right.

25 **MR. SCHEXNAYDER:**

1 Right.

2 Vidalia Police Department - Frank Duson

3 **MR. LAYRISSON:**

4 All right. The next item on the agenda is the
5 Vidalia Police Department.

6 **MS. BOUDREAUX:**

7 Frank Duson was receiving at several departments and
8 he's reapplying, but I found out that he is also receiving
9 it as a Justice of the Peace at the same time, and he was
10 legally not able to. On the second attachment, I have the
11 letter stating that he was ineligible, so we were trying
12 to find out if he took that \$400 payment for each month
13 whenever he was a Justice of the Peace, which is February
14 2011, through March of this year, from his payment of
15 \$5,1607.

16 **MS. HUTCHINSON:**

17 So he was on both warrants.

18 **MR. SCHEXNAYDER:**

19 Uh-huh.

20 **MS. HUTCHINSON:**

21 So he is ineligible to receive supplemental pay from
22 both?

23 **MS. BOUDREAUX:**

24 Actually, he was not even supposed to be a Justice of
25 the Peace by law because he was an officer.

1 **MS. RYLAND:**

2 They submitted that. They told us that.

3 **MR. LAYRISSON:**

4 What do you recommend, Mr. Paul?

5 **MR. SCHEXNAYDER:**

6 Well, it does seem like the reasonable, logical thing
7 would be to take the money out of what we're going pay
8 him.

9 **MS. HUTCHINSON:**

10 As opposed to asking for overpayment back?

11 **MR. SCHEXNAYDER:**

12 As opposed to asking for it back, right.

13 **MS. HUTCHINSON:**

14 I'll make a motion to -- wait. I'm sorry. I need to
15 ask another question.

16 We're going to take it out going forward or --

17 **MS. RYLAND:**

18 Act 110.

19 **MR. LAYRISSON:**

20 We owe him --

21 **MS. HUTCHINSON:**

22 Oh, we owe him \$5,000 in back pay, okay.

23 I'll make a motion to approve back pay less the \$100
24 each month that he received as Justice of the Peace.

25 **MR. LAYRISSON:**

1 I'll second.

2 The motion carries.

3 Sulphur Police Department - Melanie Burleson

4 Sulphur Police Department - Jennifer Young

5 **MR. LAYRISSON:**

6 All right. Now we will move back up to the top of
7 the agenda and speak with our visitors from the Sulphur
8 Police Department.

9 Good morning.

10 **MR. CRADDOCK:**

11 I apologize for messing up your meeting agenda.

12 **MR. LAYRISSON:**

13 That's no problem.

14 Okay. First up, we have is Melanie Burleson.

15 You can go ahead and speak on your behalf anything
16 you want to --

17 **MS. BURLESON:**

18 Okay. February 28th, I checked my checking account
19 and no supplemental was in there. There was no warning,
20 no nothing. It was just stripped from me. I didn't know
21 why.

22 I want to know where and how this came about?

23 **MR. LAYRISSON:**

24 Okay.

25 **MS. BURLESON:**

1 I just want some answers.

2 **MR. LAYRISSON:**

3 How long have you been in law enforcement?

4 **MS. BURLESON:**

5 Since 2000. I went to the Academy in 2008, so I've
6 been P.O.S.T. certified since March of 2008.

7 **MR. LAYRISSON:**

8 And in 2000, what was your job title?

9 **MS. BURLESON:**

10 I went into the records division.

11 **MR. LAYRISSON:**

12 Okay. And then when you went to that Academy in
13 2008, where were you?

14 **MS. BURLESON:**

15 I was communications.

16 **MR. LAYRISSON:**

17 Communications, and you've been there ever since?

18 **MS. BURLESON:**

19 Uh-huh.

20 **MR. LAYRISSON:**

21 Okay. Do you work any extra duty details?

22 **MS. BURLESON:**

23 No.

24 **MR. LAYRISSON:**

25 Are you currently certified with your firearm?

1 **MS. BURLESON:**

2 Yes, sir. I have a copy of it.

3 **MR. LAYRISSON:**

4 Okay.

5 **MS. BURLESON:**

6 All the way up to 2015. I just went through the week
7 of in-service.

8 **MR. SCHEXNAYDER:**

9 We're showing you are a police records clerk, is that
10 your job?

11 **MS. BURLESON:**

12 I mean, I'm in the criminal records division. I
13 handle all the jail, the billing, you know, all the -- I
14 do search females on occasion. In fact, this last April,
15 I had to. We had three females, so I still go to the
16 jail, participate in stuff with the SMB, also dispatch
17 when they need me to dispatch. I go in there for an hour
18 or so at a time, being that I've done that for so long. I
19 keep up with everything.

20 **MR. LAYRISSON:**

21 During hurricanes or special events, event, or
22 anything of that nature, would you ever be out in a law
23 enforcement capacity, or would you always strictly be
24 running the communications and things of that --

25 **MS. BURLESON:**

1 More confined to the office.

2 **MR. LAYRISSON:**

3 Okay. Do you all want to -- I would say let's hear
4 from Ms. Jennifer Young too, as well. Let's hear hers,
5 and then we'll make a decision.

6 **MR. CRADDOCK:**

7 Can I ask a question?

8 **MR. LAYRISSON:**

9 Yes, sir.

10 **MR. CRADDOCK:**

11 The reason this all came about, I guess, is we were
12 allowing out people to go to the Academy to get further
13 education so as a bonus. It was win-win for us. We're
14 not a huge department to start with.

15 Like she said, sometimes an emergency -- both of
16 these ladies were former communications officers, so we
17 ask them to fill in in the communications role, plus, they
18 are allowed to go to the Academy to further their skills,
19 and as such, they keep up their weapons qualifications.

20 When this came up, we also -- in pulling up the law,
21 you come to D(1), and it lists their position as somebody
22 that is eligible for supplemental pay.

23 **MR. SCHEXNAYDER:**

24 Wait. D(1)?

25 **MR. CRADDOCK:**

1 D(1), yes, sir. About halfway through the first
2 paragraph of D(1), first, it's saying the people that --
3 it lists people that are not entitled to it. Then about
4 halfway through, it starts, except those classified under
5 municipal police or fire Civil Service law.

6 **MR. SCHEXNAYDER:**

7 That seems to be modifying the term "secretaries,"
8 not all the other positions. If that "except" applied to
9 all of them, you wouldn't have --

10 **MR. CRADDOCK:**

11 Sir, that's records clerk. There is not a
12 classification for us for secretary. It's records clerk,
13 and that came from the State Examiner recommended that
14 those job descriptions be listed under records clerk.

15 **MR. SCHEXNAYDER:**

16 Well, it lists filing clerks, steno clerks. I mean,
17 it seems to be pretty much the same category.

18 **MR. CRADDOCK:**

19 It gives the exception classified under the fire and
20 police Civil Service.

21 **MR. SCHEXNAYDER:**

22 That exception applies to the term "secretary," and
23 secretaries, except for those classified under municipal
24 fire and police and classified as secretary.

25 They're talking about secretaries.

1 **MR. CRADDOCK:**

2 That's what they do, clerical work.

3 **MR. SCHEXNAYDER:**

4 But they're --

5 **MR. CRADDOCK:**

6 As far as the classification of secretary, we have
7 none.

8 **MR. SCHEXNAYDER:**

9 They're listed as records clerk, and there are
10 specific references -- in the section above, it says
11 filing clerks, steno clerks. I mean, it seems like we're
12 talking about clerk. So they're not entitled.

13 **MR. CRADDOCK:**

14 So that's not all encompassing. If you look at their
15 job duties, it's -- it includes different secretarial
16 duties. She handles -- Ms. Young handles all the accident
17 reports and enters reports and things. They don't just
18 file, as it says filing clerks, or steno clerks that
19 transcribe things. They do a multitude of things that is
20 basically secretarial tasks, that's what -- we've always
21 considered them as a secretary. It's just the
22 recommendation from the State -- excuse me -- State
23 Examiner's Office was to make the classification records
24 clerk because of the vast amount of things they do.

25 **MR. LAYRISSON:**

1 Would records clerks qualify?

2 **MR. SCHEXNAYDER:**

3 Well, you can read it, and I know you've read it.

4 **MS. BURLESON:**

5 Those that wouldn't --

6 **MR. CRADDOCK:**

7 I mean, the other question -- I mean, I know you're
8 dealing with that, but in January of 2011, when Ms. Young
9 was -- applied, I called and I spoke with Ms. -- a lady
10 named Susan, and she said everything fit and went before
11 the Board in 2011, and they approved her, and I was just
12 wondering what had changed between 2011 and now, she's
13 disapproved?

14 **MR. LAYRISSON:**

15 Let's do this. Let's look at this a little more.
16 You all may or may not have heard before, we have another
17 issue with the Mansfield Police Department where we need
18 some more info. Their duties that they're doing don't
19 exactly fit their job title. So let's do some research,
20 and I suggest that we put this off until the next meeting,
21 and in the meantime, let's have all of their duties listed
22 out in real good detail.

23 **MR. CRADDOCK:**

24 That has been submitted.

25 **MR. LAYRISSON:**

1 I know that has been submitted, but you and I will
2 talk, but it seems to me that you have a job title and
3 that's the way the law spells out who qualifies and
4 doesn't for P.O.S.T. Their job title right now, in my
5 opinion, does not match a lot of their duties.

6 So let's put this off until the next meeting. We'll
7 try to get all of their duties and see what other job
8 titles they may need to add or be amended to, and then
9 we'll make the final decision at the next meeting.

10 **MR. CRADDOCK:**

11 Can I ask a question for clarification, for future?

12 One of the things, I guess it's my fault as well is,
13 when you move into a position, you kind of accept things
14 have been done the right way in the past.

15 The situation brought up us, of course, looking at
16 the law, and it mentions dispatchers. Are dispatchers
17 eligible for supplemental pay, merely from being
18 dispatchers?

19 **MR. SCHEXNAYDER:**

20 They have to qualify.

21 **MR. CRADDOCK:**

22 What I read, it didn't mention anything about the
23 Academy. It just says dispatchers, that's why I wanted to
24 ask and clarify before we moved on that.

25 **MR. SCHEXNAYDER:**

1 I'm pretty sure dispatchers if they're P.O.S.T.
2 certified.

3 **MS. RYLAND:**

4 Yes, communications officers, dispatchers, as long as
5 they are P.O.S.T. certified, do qualify.

6 **MR. LAYRISSON:**

7 They have to qualify on an annual basis -- they have
8 to be treated as your officers.

9 **MR. CRADDOCK:**

10 My questions --

11 **MR. LAYRISSON:**

12 They have to qualify, and they have to get the
13 continuing education hours every year now to maintain it.

14 **MS. BURLESON:**

15 And we do the same, too, you know, we do the same.

16 I accepted the job as a records clerk in 2012. Now,
17 if I would have known I wouldn't have -- I would not have
18 -- I'm not going to lose \$6,000 a year.

19 **MR. LAYRISSON:**

20 Well, in your case --

21 **MS. BURLESON:**

22 You know, I would not have accepted the job. I mean,
23 I was --

24 **MR. LAYRISSON:**

25 Your case is -- I think you may be doing a lot of

1 things other than what your title says, and we need to get
2 that straight. A lot of people just give a title -- and,
3 you know, I'm from a small department, as well, and I have
4 people multi-tasking everywhere, so -- but for legal
5 reasons and to make sure we're doing the right thing, we
6 need to clarify this.

7 **MR. CRADDOCK:**

8 So it's more of a job title issue versus a --

9 **MR. LAYRISSON:**

10 Yes.

11 **MR. CRADDOCK:**

12 Okay. We can move for the Civil Service Board --

13 **MR. LAYRISSON:**

14 And if you're approved -- if you are approved at the
15 next meeting, we'll have the date, you will receive all of
16 your back pay, if you are approved. If you're not, we'll
17 give you reasons as to why. Okay?

18 **MS. BURLESON:**

19 Okay.

20 **MR. LAYRISSON:**

21 Do we have a date set for our next meeting yet?

22 **MS. RYLAND:**

23 August 6th.

24 **MR. LAYRISSON:**

25 August 6th.

1 **MR. CRADDOCK:**

2 I hate to bother you with more questions, but if, at
3 the next meeting, they are not approved until such as we
4 change the title, is back pay an issue at that point, or
5 is that a moot point?

6 **MR. LAYRISSON:**

7 We'll just have to address that then. I mean, I
8 can't -- we can't promise one way or another.

9 **MR. CRADDOCK:**

10 I mean, I'm not sure --

11 **MR. LAYRISSON:**

12 You know, we're going to do the best we can, but we
13 have to stay within the realm of the law.

14 **MR. CRADDOCK:**

15 Okay. I think that's all.

16 **MR. LAYRISSON:**

17 All right. You all are welcome to stay for the rest
18 of the meeting or you all can leave now, whatever you all
19 prefer.

20 **MR. CRADDOCK:**

21 I apologize for being late today.

22 **LEGAL MATTERS**

23 **MR. LAYRISSON:**

24 The next item on the agenda is legal matters.

25 **MR. SCHEXNAYDER:**

1 I don't have anything.

2 **BILLING**

3 **MR. LAYRISSON:**

4 Billing?

5 (No response.)

6 **MR. LAYRISSON:**

7 Let's take a brief recess.

8 (Brief recess.)

9 **Sulphur Police Department**

10 **MR. LAYRISSON:**

11 Back to the Sulphur Police Department, we deferred
12 them to the next meeting, Ms. Melanie Burleson and
13 Jennifer Young. We will review their information that
14 they send in and make a determination at the next meeting
15 on that matter.

16 Does anyone have anything else they would like to add
17 to that?

18 I'll make a motion to defer.

19 **MS. HUTCHINSON:**

20 I'll second.

21 **MR. LAYRISSON:**

22 Good deal. Motion passes.

23 **NEW APPLICATIONS SUBMITTED FOR APPROVAL**

24 **MR. LAYRISSON:**

25 New applications submitted for approval.

1 Do we have any issues with these new applications?
2 Have they all been reviewed and --

3 **MS. RYLAND:**

4 Everything has been reviewed.

5 Just to let you know, there are two reinstatements.
6 No. 66 from Hammond is a reinstatement, and No. 144 from
7 New Orleans is a reinstatement.

8 **MR. SCHEXNAYDER:**

9 Do you want to explain those?

10 **MS. RYLAND:**

11 No.

12 **MR. SCHEXNAYDER:**

13 I think we ought to get it on the record. I'll jump
14 in.

15 **MR. LAYRISSON:**

16 I'm aware of the No. 66.

17 **MS. RYLAND:**

18 Okay. Jeannine Cruz has been reinstated. We are
19 only paying her from her reinstatement date forward. I
20 think so.

21 **MR. SCHEXNAYDER:**

22 Yes, that's right. Because the time that she --

23 **MS. RYLAND:**

24 October 22, 2013, forward. Should I actually say
25 what she's due, I mean, or do I need to go into that?

1 **MR. SCHEXNAYDER:**

2 She's due from October forward?

3 **MS. RYLAND:**

4 Like, the whole situation?

5 **MR. SCHEXNAYDER:**

6 The whole situation is, apparently, she was
7 terminated or suspended --

8 **MS. RYLAND:**

9 Yes. She was terminated from Hammond.

10 **MR. SCHEXNAYDER:**

11 And that was overturned?

12 **MS. RYLAND:**

13 Yes, and that was overturned.

14 **MR. SCHEXNAYDER:**

15 So that amount that she lost during that time, that
16 is between her and Hammond.

17 **MS. RYLAND:**

18 Yes.

19 Okay. Travis McCabe from New Orleans is the same
20 kind of situation. He was terminated from New Orleans
21 Police Department, and we will begin paying him from
22 February 17, 2014, forward.

23 **MR. LAYRISSON:**

24 Well, I make a motion that we accept the 233
25 applications.

1 **MS. HUTCHINSON:**

2 I'll second.

3 **MR. LAYRISSON:**

4 That motion passes.

5 **BUDGET MATTERS**

6 **MR. LAYRISSON:**

7 Do we have any budget matters?

8 **MS. RYLAND:**

9 No.

10 **MR. LAYRISSON:**

11 Everything is good. We have plenty of money. All
12 right.

13 **SET TIME AND DATE OF NEXT MEETING**

14 **MR. LAYRISSON:**

15 The last item on the agenda is the date and time of
16 our next meeting, August 6, 2014.

17 Does that work for you, Paul?

18 **MR. SCHEXNAYDER:**

19 That works for me.

20 **ADJOURN**

21 **MR. LAYRISSON:**

22 I'll make a motion that we adjourn.

23 **MS. HUTCHINSON:**

24 I'll second.

25

26

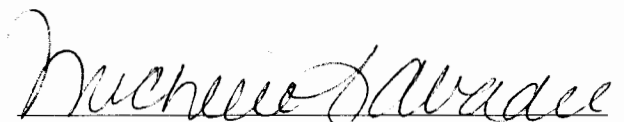
STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, Michelle S. Abadie, Certified Court Reporter in and for the State of Louisiana, as do hereby certify that the foregoing twenty-four (24) pages constitute a true and correct transcription of the meeting held on June 12, 2014, regarding the Police Supplemental Pay Board;

That the minutes of this meeting was reported by me in the voice writing method and thereafter reduced to printed copy by me;

And that I am not related to any of the parties herein, nor am I otherwise interested in the outcome of this matter.



MICHELLE S. ABADIE, #24032

*** APPROVAL OF THE MINUTES ***



Bry Layrisson, Chairman



Danielle LeBoeuf

MICHELLE S. ABADIE, CCR
Baton Rouge, Louisiana