

# CITY OF THIBODAUX

## CIVIL SERVICE DEPARTMENT

P. O. BOX 5418 • 112 ST. MARY STREET  
THIBODAUX, LOUISIANA 70302  
OFFICE: (985) 446-7233 • FAX: (985) 493-8762  
e-mail: [civilservice@ci.thibodaux.la.us](mailto:civilservice@ci.thibodaux.la.us)  
WEBSITE: [ci.thibodaux.la.us](http://ci.thibodaux.la.us)

**J. KELLY CHIGHIZOLA**  
DIRECTOR

**CARLIS RAGAS**  
SECRETARY

**Official Minutes**  
**CIVIL SERVICE BOARD MEETING**  
**Tuesday, September 8, 2020 @ 4:30 p.m.**  
**COUNCIL CHAMBERS, CITY HALL, 310 W. 2<sup>ND</sup> ST., THIBODAUX, LA**

1. Call to Order
2. Pledge of Allegiance- Mr. Bobby Triche
3. Silent Prayer
4. Roll Call    **Mr. Todd Magee - Absent**                      **Mr. Bobby Triche - Present**  
                  **Ms. Deborah Moorhead – Present**                **Ms. Monique Crochet - Present**  
                  **Mr. Andrew Riviere – Present**

**5. Reading and Approval of the Minutes of the Meeting of July 14, 2020**

Attendees: Human Resource Director Donald Clause, City Attorney Beau Brooks, Civil Service Director J. Kelly Chighizola, City Employee Mr. Shonell Tolbert, Attorney Nelson Taylor representing Mr. Tolbert, Councilwomen Constance Johnson, and Public Works Director James Lucas.

**Motion to dispense with the reading of the minutes from the last meeting and consider for approval, Motion by Mr. Triche and Second by Ms. Moorhead Board voted 4-0 to approve.**

**I. NEW BUSINESS**

- A. Consider adopting recommendation from consulting firm Baker Tilly Virchow Krause, LLP’s annual market study review of the City of Thibodaux’s Uniform Plan of Salary Ranges for 2021 by increasing all minimums, midpoints, and maximums pay grades by 2%. The Board’s decision will be submitted to the City of Thibodaux's City Council for final approval.

**Civil Service Director explained annual review of the Uniform Plan of Salary Ranges. Motion by Ms. Moorhead, second by Mr. Triche to vote on the approval of the recommendation to adjust the Uniform Plan of Salary Ranges for 2021. Board voted 4-0 approved.**

**B. Appeal Hearing for Mr. Shonell Tolbert.**

**Discussion by Attorney Nelson Taylor and the Board in reference to the Notice of Appeal Letter read into record and presented by Attorney Taylor on behalf of Mr. Tolbert. During discussion of the items presented in the appeal letter, the discussion focused on the Civil Service Director's attendance of the informal hearing and Attorney Taylor's suggestion that the Director's presence gave the appearance of impropriety. Attorney Taylor also inquired about his request to receive a copy of Mr. Tolbert's personnel file. The Board did not receive a request from Mr. Tolbert to subpoena his personnel files. The request went to the Human Resource Department.**

**The Board decided to grant a continuance to Mr. Tolbert in order to give his attorney Mr. Taylor more time to review documents and for the City to consider releasing Mr. Tolbert's personnel file.**

**Motion to vote on a continuance by Mr. Riviere, second by Mr. Triche, Board voted to grant a continuance 4-0 approved.**

**C. Prohibited Political Activity Review by the Civil Service Board for Mr. Shonell Tolbert. Board will determine if a violation has occurred based on investigation and testimony.**

**The Civil Service Department received a letter alleging the Mr. Shonell Tolbert violated the City's Civil Service Prohibited Activity Rule XI. An investigation was done by the Civil Service Director to review the complaint and verify the information posted on social media was present as stated and on social media and did pertain to prohibited activity. The Board was presented with a report for their consideration as to whether or not the prohibited activity took place.**

**The Board questioned Mr. Tolbert about postings on social media, Council woman Johnson made a statement about a complaint occurring in the past that was never brought before the Board. Civil Service Director agreed that there have been other complaints to Civil Service, but none in writing, that ever got to the level of the Board having to decide if a violation occurred. Council woman Johnson thanked the Board for the job they do.**

**After further discussion by the Board and questions asked to Mr. Tolbert, the Board decided to enter a motion as to whether a prohibited activity violation had occurred and if a violation has occurred what would be the level of discipline.**

**A motion for the Board to vote on stating the Mr. Tolbert violated the Prohibited Activity Rule and would receive a five (5) day suspension to run concurrent with the ten (10) days he received from the administration was made by Mr. Triche and a second by Ms. Crochet.**

**Board Voted : Mr. Triche Yes, Ms. Crochet Yes, Mr. Riviere Yes, and Ms. Moorhead abstained from voting. Motion carried 3-0, with one abstaining.**

A handwritten signature in blue ink, reading "J. Kelly Chighizola", is written over a horizontal line.

**J. KELLY CHIGHIZOLA  
CIVIL SERVICE DIRECTOR  
CITY OF THIBODAUX**