



CIVIL SERVICE DEPARTMENT

112 ST. MARY STREET | PO BOX 5418 | THIBODAUX, LA 70302

OFFICE: 985.446.7233 | FAX 985.493.8762

EMAIL: CIVILSERVICE@CI.THIBODAUX.LA.US

WEBSITE: CI.THIBODAUX.LA.US

J.KELLY CHIGHIZOLA

DIRECTOR

EMILY FORET

ASSISTANT DIRECTOR

OFFICIAL MINUTES

AGENDA

CIVIL SERVICE BOARD MEETING

Tuesday, September 9, 2025 at 4:30 PM

COUNCIL CHAMBERS, CITY HALL, 310 W 2ND ST, THIBODAUX, LA

1. Call to Order

2. Pledge of Allegiance

3. Silent Prayer

4. Roll Call

Mr. Jeremy Robichaux – Present

Mr. Lance Ledet – Present

Mr. Greg Cook – Present

Mr. Todd Magee - Absent

5. Reading and Approval of the Minutes of the Meeting from May 29, 2025.

Motion made by Mr. Ledet to dispense with the reading of the minutes, second by Mr. Cook
Board voted 3-0 to approve minute from the May 29, 2025 meeting.

In attendance, Mayor Kevin Clement, Human Resource Director Amanda Matis, Public Works
Director Josh Bourgeois, and Assistant Public Works Director Trey Waguespack.

I. NEW BUSINESS

- A. Consider recommendation from Baker Tilly US, LLP to adjust the 2026 Uniform
Plan of Salary Ranges by 2% provided in the annual 2025-market study.

Civil Service Director explained the purpose of the annual market study required
by the Home Rule Charter to update the Uniform Plan of Salary Ranges for 2026.

Motion was made by Mr. Robichaux and second by Mr. Ledet. Board voted 3-0 to
adopt the 2% increase to the minimums, midpoints and maximums of the
Uniform Plan of Salary Ranges for 2026.

- B. Consider proposed rule change to Rule IV Uniform Plan of Salary Ranges, **Section 8.8 Structured Pay Raise**, to address intradepartmental promotions for employee positions with three (3) levels. For example, Equipment Operator I, II, and III.

Civil Service Director explained the purpose of implementing this rule to allow for City employees to be promoted when a vacancy occurred in one of the job positions that has three (3) levels rather than having to test intradepartmental each time a vacancy became available. Rule establishes the methods to apply this rule by getting approvals from supervisors and the appointing authority or his/her designee (director) as established in the City's budget or budget adjustment.

II. DIRECTOR REPORT

- A. Update on the status of the Civil Service Department.

New Assistance Director of Civil Service (Emily Foret) has been hired to replace executive secretary (Carlis Ragas) in the Civil Service Department who retired after 32 years with the City of Thibodaux.

New Board Member Mr. Donald Kasten to be appointed at the next Civil Service Meeting on November 12, 2025. Mr. Kasten was nominated by Nicholls State University and ratified by the Thibodaux City Council.

J. Kelly Chighizola

J. KELLY CHIGHIZOLA
CIVIL SERVICE DIRECTOR
CITY OF THIBODAUX