



MANDEVILLE

A Historic Lakefront Community

MUNICIPAL POLICE EMPLOYEES' CIVIL SERVICE BOARD

BRIAN J. BURKE
Chairman
RICHARD C. AINSWORTH
Vice-Chairman
JACK B. MCGUIRE
RICHARD C. JONES
JAMES S. CARLSON

MUNICIPAL EMPLOYEES' CIVIL SERVICE BOARD

BRIAN J. BURKE
Chairman
RICHARD C. AINSWORTH
Vice-Chairman
JACK B. MCGUIRE
RICHARD C. JONES
JAMES S. CARLSON

MUNICIPAL EMPLOYEES' CIVIL SERVICE BOARD MEETING MINUTES

DATE:	Tuesday, March 17, 2026
TIME:	Immediately following Municipal Police Employees Civil Service meeting
LOCATION:	Mandeville City Hall Council Chambers 3101 East Causeway Approach Mandeville, LA 70448

ATTENDANCE:

Brian Burke, Chairman	Present
Richard Ainsworth, Vice-Chairman	Present
Jack McGuire	Present
Richard Jones	Present
James Carlson	Present

ALSO PRESENT:

Keith LaGrange	Public Works Director
Joanna Anderson	HR Director/Board Secretary
Pamela Ulfers	HR Assistant

Chairman Burke called the meeting to order at 5:19 PM and concluded that there was a quorum present; the agenda could be addressed.

Agenda Item 1: Approval of minutes

Dr. Carlson made a motion to approve and adopt the drafted minutes from January 20, 2026. Mr. Ainsworth seconded the motion. *There being no further questions or comments, the motion passed 5 – 0.*

Agenda Item 2: PW Clerk I and Clerk II – Administrative Coordinator job description update

Dr. Carlson made a motion to recommend the updated Public Works Administrative Coordinator position description to City Council for approval. Mr. Jones seconded the motion. *There being no further questions or comments, the motion passed 5 – 0.*

Agenda Item 3: Compensatory Time Off Policy Consideration

A discussion was had; no vote was held.

With no further business, Dr. Carlson made a motion that the meeting be adjourned. The motion was seconded by Mr. Jones. *There being no further questions or comments, the motion passed 5 – 0.* The meeting was adjourned at 6.06 PM.

Brian J. Burke, Chairman

Joanna Anderson, Secretary