

# St. Charles Parish

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## Personnel Presentation to the Council

May 4, 2026

Dayna Parker, Personnel Officer



# Personnel Staff Primary Functions

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- **Dayna Parker, Personnel Officer**

- *Civil Service System Interpretation and Administration*
- *Advisor to Parish Departments/Administration/Employees on Personnel Related Topics*
- *Local, State and Federal Law Compliance in Relation to Personnel*
- *Employee Relations/Grievance Process*
- *Employee Training and Wellness Program Administration*

- **Kayla Petit, Personnel Generalist**

- *Employment Process which includes Recruitment, Qualifying, Testing, and On-boarding*
- *Drug Testing which includes Pre-employment, Random, Probable Cause and Post Accident*

- **Renee Agurcia, Benefits Specialist**

- *Employee Benefits Coordination and Administration: Group Health, Dental, Vision, Life & Disability Insurance*
- *Retirement System Administration*

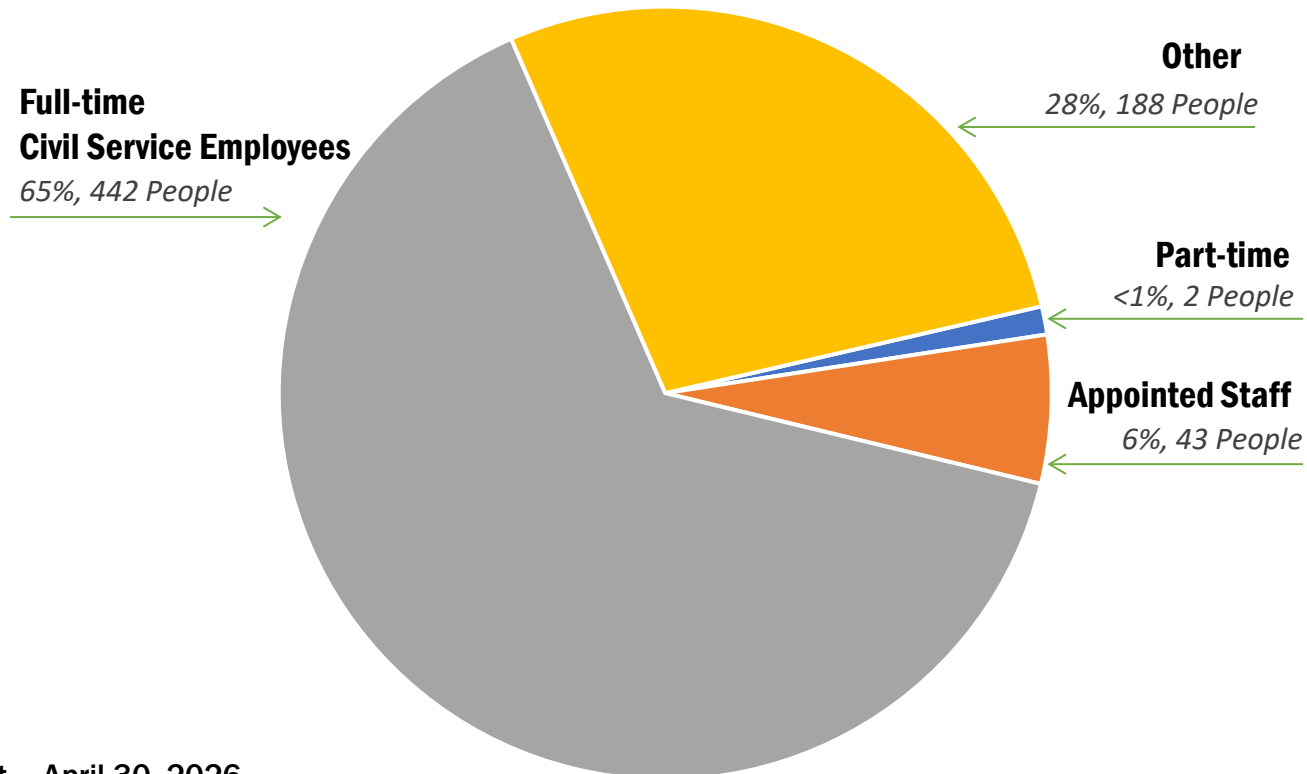
- **Kim Perret, Personnel Specialist**

- *Deferred Compensation*
- *FMLA*
- *Payroll Change Transactions and Employee Data Management*
- *Workman's Compensation and Unemployment Reporting and Administration*
- *Wellness Program*

# Employment Statistics

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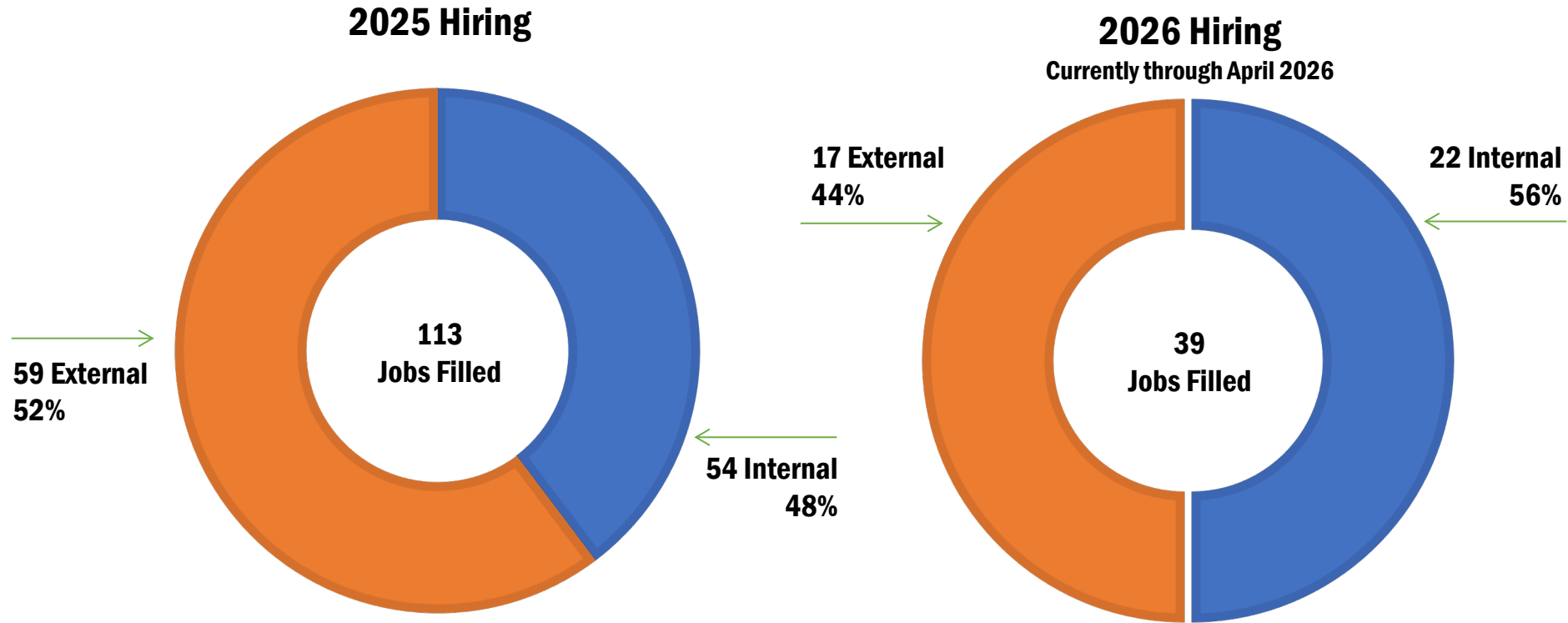
**668 Current PAYROLL**  
**680 in 2025 HEADCOUNT\***



\* Headcount – April 30, 2026

# Hiring Statistics

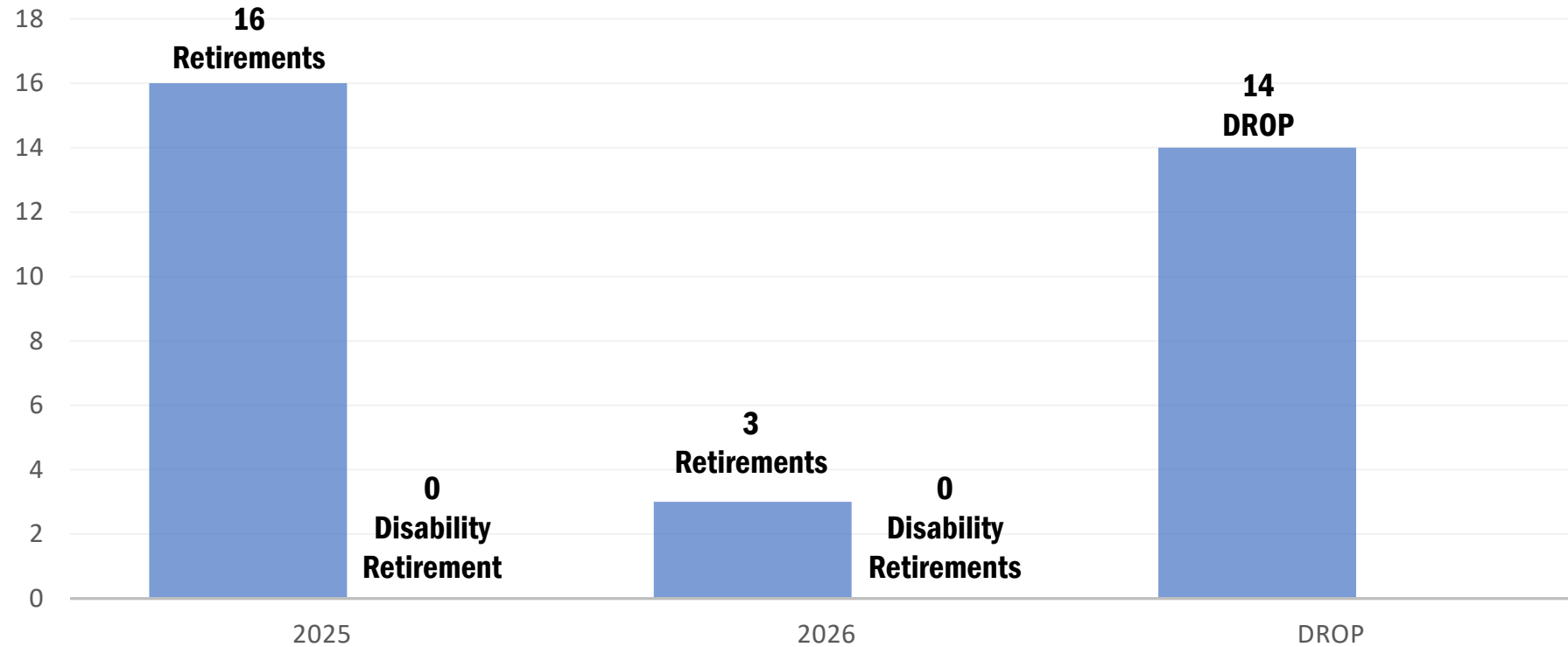
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Personnel staff is attending Career Fairs to share about St. Charles Parish career opportunities.

# Retirements

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## *DROP (Deferred Retirement Option Plan)*

*The plan allows the pension benefit that is accrued at the time of entry into DROP to be calculated and to accumulate with the retirement system while the DROP participant continues to work, freezing the future retirement benefit at retirement. The pension benefit is calculated as if the member were actually retiring*

# Personnel Activities

## July 2026 Benefits Renewal

- We will continue to offer both an HMO and PPO plan through Louisiana Blue with the same coverage as last year with no increase in premiums.
- Dental, Vision, Life and Disability Insurance will remain with Mutual of Omaha with no change in coverage or premiums.
- Flexible Spending Account open enrollment – end of year.
  - FSA – Flexible Spending Account: 59 Enrolled
  - DCFS – Dependent Care Flexible Spending Account: 4 Enrolled

LOUISIANA **BLUE** 

 **Mutual of Omaha**

 **HealthEquity**

Benefit	Provider
Health	Louisiana Blue
Dental	Mutual of Omaha
Vision	Mutual of Omaha
Life & AD&D	Mutual of Omaha
Short & Long Term Disability	Mutual of Omaha
Flexible Spending Account	Health Equity



## Current Preferred Rate Premiums

Plan	Employee	Parish	Total
HMO – Single	\$78.49	\$802.07	\$880.56
HMO – Family	\$216.74	\$2,116.74	\$2,333.48
PPO – Single	\$89.11	\$807.22	\$896.33
PPO - Family	\$244.88	\$2,130.37	\$2,375.25

# Personnel Activities

## Wellness Program

- Strong emphasis on preventive care:
  - Annual visit with primary care physician (PCP)
  - Support and improve employee health through early detection and prevention.
  - PCP visits help identify health risks earlier, manage chronic conditions, and reduce avoidable emergency and high-cost care.
  - Leads to better health outcomes and more predictable healthcare costs, which directly impacts our claims & ability to offer competitive benefits .
- Managing health insurance claims to support more stable renewal costs

### Final Engagement #s for 2025:

- Preferred Health Insurance Premium: **414**
  - (323 in 2024)
- Wellness Day Off: **116**
  - (99 in 2024)
- Health Coaching: **22**
  - (11 in 2024)
  - Currently have 45 engaged

**EARN YOUR PREFERRED HEALTH INSURANCE RATE (\$40/MONTH)  
BY DECEMBER 31, 2026**

- Complete your Primary Care Physician Visit

**EARN YOUR WELLNESS DAY OFF  
BY DECEMBER 31, 2026**

- Complete your Biometric Screening or Primary Care Physician Visit
- Complete your Health Assessment in the Balance with Blue LA Portal
- Complete and log 4 of the below wellness activities (100 points)
  - Attend a Healthy Seminar Lecture - 25 points
  - Donate Blood - 25 points
  - Complete a Unique Journey - 25 points
  - Complete Annual Skin Cancer Screening - 25 points
  - Complete CPR Training - 25 points
  - Dental Exam - 25 points
  - Get a Flu Shot - 25 points
  - Get an Age/Gender Appropriate Screening - 25 points
  - Initial Health Coaching - 25 points
  - Complete Health Coaching - 25 points
  - Participate in a Step Challenge - 25 points
  - Vision Exam - 25 points
  - Volunteer - 25 points
  - Wellness Event - 25 points

# Personnel Activities

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## Outstanding Achievement Merit Increase

### What is it?

- Additional opportunity to reward outstanding achievement by an employee.
- Independent of our annual performance evaluation process.
- Full step (equivalent to a 3%) increase on the pay plan within their current pay grade.

### What is the Process?

- Department Directors will submit a written request and justification to the Personnel Officer any time throughout the year.
- If eligibility requirements are met, the Personnel Officer will present the request and justification to the Parish Executive Staff and the Parish President for review and consideration.
- Examples of justification may include:
  - Extraordinary results, leadership and influence, innovation and problem solving, ownership and accountability, collaboration and team impact, professional development and growth, or community and organizational impact.

### Eligibility:

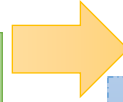
- ✓ Employed as a Civil Service employee for at least one year.
- ✓ Have an annual performance rating of Exceeds Expectations for prior performance evaluation.
- ✓ Have not received the outstanding achievement merit within 3 years.
- ✓ Employee must not be on a final warning or performance improvement plan.

# Personnel Activities

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## Civil Service Awards

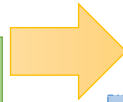
- Sixty-nine employees were honored in March for their years of service in 2025.



- **Laci Morris**, Community Center Coordinator, was recognized as the **2025 Employee of the Year**.
- **Dwayne Williams**, Waterworks Distribution Lead, was recognized as the **2025 Employee of the Year**.

## Jimmy Breaux Outstanding Achievement Award

- In honor of the late James “Jimmy” Breaux who served as a Civil Service Board Member for 40 years, we established the **JIMMY BREAUX OUTSTANDING ACHIEVEMENT AWARD**.
- This award will recognize an employee or employees that demonstrate an exemplary standard of work during the year.



### **Allison & Brett Badgerow**

- Their dedication, leadership, and commitment to the success of our 2025 United Way Campaign.

# Civil Service Board

**Regmon Chaney  
(Chair)**

**Patrick O'Malley  
(Vice Chair)**

**Sara Champion  
(Member)**

**Jim Carlson  
(Member)**

**Brett Terrebonne  
(Member)**

- Five Civil Service Meetings have been held. \*
- Agenda items included:

- Personnel updates
- Offers made above entry rates
- Two employee upgrades
- Five new job descriptions
- CS Board Chair & Vice Chair
- Job description changes for Econ. Dev. organizational restructure
- Extension from Civil Service
- 2026 Holiday Schedules
- 2026 Civil Service Meeting Schedule

- Civil Service Rules & Regulations changes:
  - Section 7.08 Compensatory Leave
  - Section 4.05.1 Outstanding Achievement Merit Increase

\* Includes agenda items from Civil Service Meetings since last annual report: June 2025 – April 2026

Thank you for your time.

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