

# St. Charles Parish

---

## Personnel Presentation to the Council

May 5, 2025

Dayna Parker, Personnel Officer



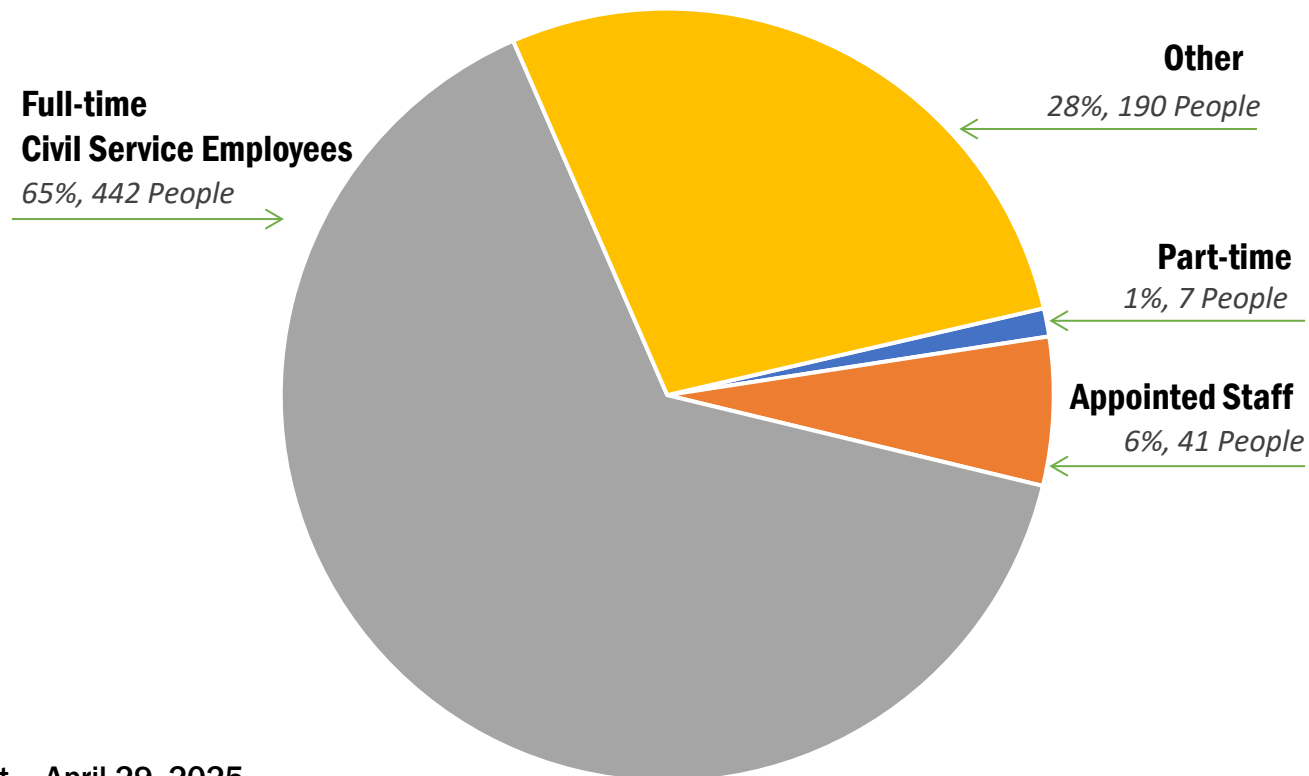
# Personnel Staff Primary Functions

---

- **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*

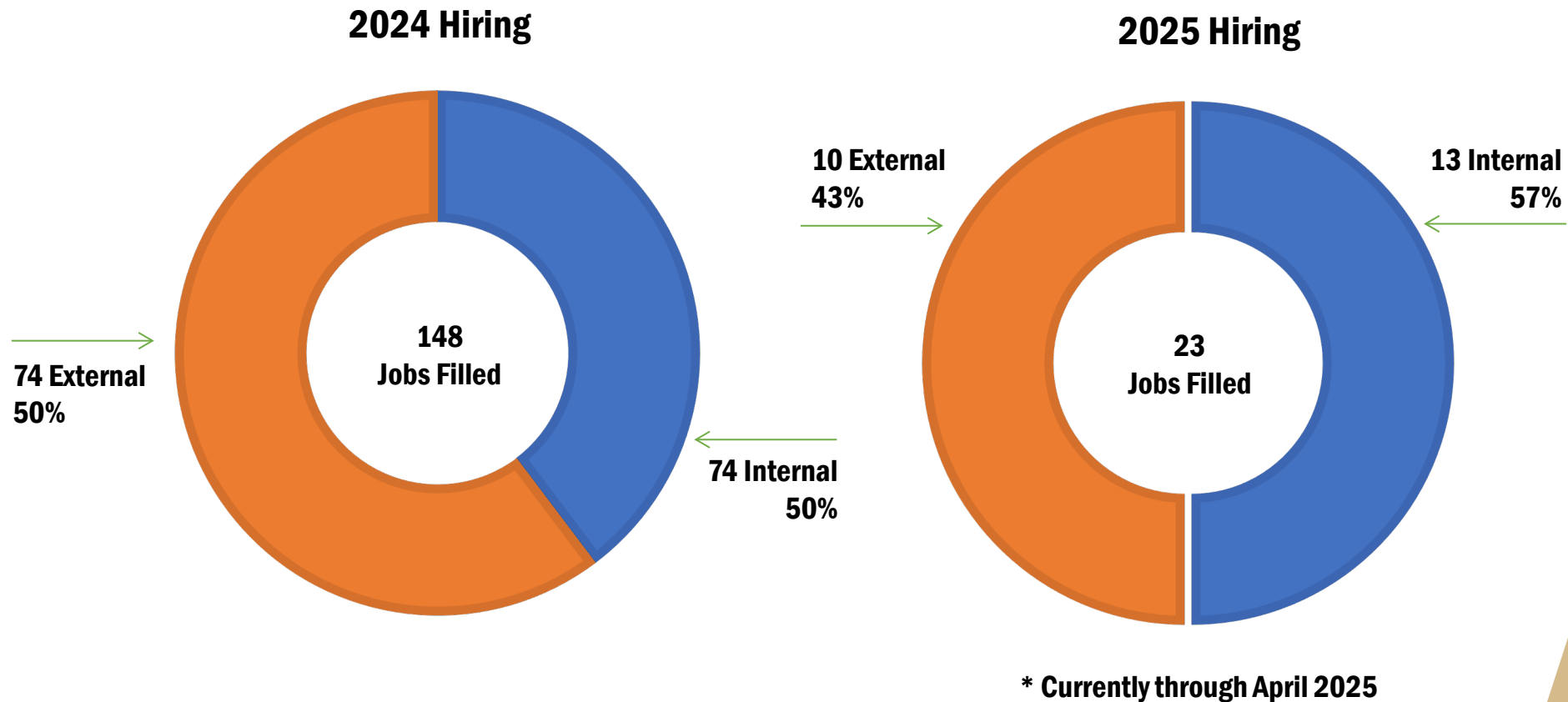
# Employment Statistics

**680 Current PAYROLL  
677 in 2024 HEADCOUNT\***



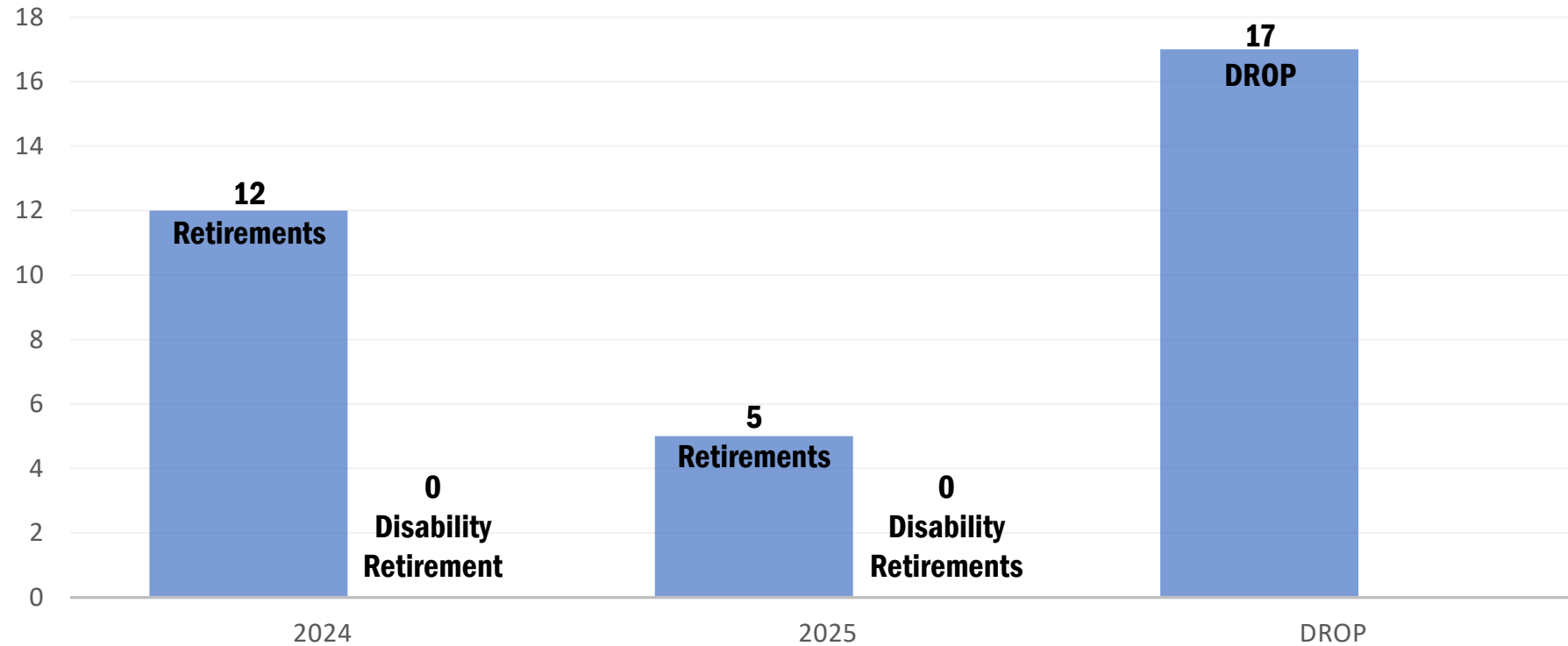
\* Headcount – April 29, 2025

# Hiring Statistics



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

# Retirements



## *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 2025 Benefits Renewal

- We will continue to offer both an HMO and PPO plan through Blue Cross Blue Shield with the same coverage as last year with no increase in premiums.
- Dental, Vision, Life and Disability Insurance will move to Mutual of Omaha with no change in coverage.
  - 10% decrease in premium for Dental
  - 5% decrease in premium for Vision
- SCP will offer employees a new benefit this year.
  - FSA – Flexible Spending Account
  - DCFSA – Dependent Care Flexible Spending Account

### Current Premiums

Plan	Employee	Parish	Total
HMO –Single	\$78.49	\$742.93	\$821.42
HMO – Family	\$216.74	\$1,960.01	\$2,176.75
PPO – Single	\$89.11	\$747.02	\$836.13
PPO - Family	\$244.88	\$1,970.84	\$2,215.72

LOUISIANA **BLUE** 

 **Mutual of Omaha**

Benefit	Provider
Health	Blue Cross Blue Shield
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



# Personnel Activities

---

## Flexible Spending Account

HealthEquity®

### **FSA – Flexible Spending Account:**

- A tax-advantaged account that allows employees to set aside pre-tax money to pay for eligible healthcare expenses.
  - Contributions are deducted from the employees' paycheck before taxes, reducing their taxable income.
  - Contributions can be used to pay for eligible medical, dental and vision care expenses that aren't covered by the insurance plan.

### **DCFSA – Dependent Care Flexible Spending Account:**

- A tax-advantaged account that allows employees to set aside money for eligible dependent care expenses, like childcare or elder care.
  - Contributions are deducted from the employees' paycheck before taxes, reducing their taxable income.
  - Contributions can be used for dependent care services (i.e., preschool, summer day camp, before or after school programs, and child or elder daycare).

# Personnel Activities

## Wellness Program

- Hosting onsite wellness screenings
- Offering individualized health coaching
  - Completed health coaching program: 23
- Promoting wellness activities and challenges to engage employees
  - Walking challenge
- Providing wellness incentives for active participation:



- Preferred Health Insurance Premium: 325
- Wellness Day Off: 5

### LEVEL 1: LOG INTO THE [BALANCE WITH BLUE LA](#) PORTAL

### LEVEL 2: EARN YOUR PREFERRED HEALTH INSURANCE RATE BY [OCTOBER 31, 2025](#)

Complete Level 2 by earning 2000 wellness portal points.

- Complete the Level 2 Mandatory Biometric Screening or Primary Care Physician Visit - 1000 points
- Complete the Level 2 Mandatory Health Assessment - 1000 points

### LEVEL 3: EARN YOUR WELLNESS DAY OFF BY [DECEMBER 31, 2025](#)

Complete Level 3 by earning 2500 wellness portal points.

- Complete the Level 3 Mandatory Primary Care Physician Visit - 400 points
- Complete 4 of the below Level 3 Mandatory activities - 100 points
  - Complete Health Coaching - 50 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 COVID Booster - 25 points
  - Get a COVID Vaccine - 25 points
  - Get a Flu Shot - 25 points
  - Get an Age/Gender Appropriate Screening - 25 points
  - Initial Health Coaching - 25 points
  - Participate in a Step Challenge - 25 points
  - Vision Exam - 25 points
  - Volunteer - 25 points
  - Wellness Event - 25 points



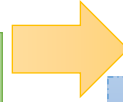


# Personnel Activities

---

## Civil Service Awards

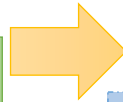
- Sixty-nine employees were honored in March for their years of service and perfect attendance in 2024.



- **Nicole Breaux**, Council Administrative Lead, was recognized as the **2024 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.
- The inaugural award was presented to two employees.



### **Terri Vassmer:**

- For her extensive work and dedication to the success of the transition to the new Waterworks Billing Software.

### **Stacy Dumestre:**

- For her extensive work and dedication to the success of the Paycom implementation project.

# Civil Service Board

---

**Regmon Chaney**  
**(Chair)**

**Brett Terrebonne**  
**(Vice Chair)**

**Sara Champion**  
**(Member)**

**Jim Carlson**  
**(Member)**

**Patrick O'Malley**  
**(Member)**

- Two Civil Service Meetings have been held.
- Agenda items included:

- Personnel updates
- Offers made above entry rates
- One employee upgrade
- Two new job descriptions w/ employee upgrade
- One appeal hearing

- Civil Service Rules & Regulations changes:
  - Section 7.02.a. Annual & Sick (Hired Prior to 1995)

Thank you for your time.

---