



Louisiana State Police Retirement System

March 22, 2019

Ms. Shelley Sebastian
8415 Quiet Creek Drive
Denham Springs, LA 70726

Through Counsel, Tammeral Hills thehillslawfirm@gmail.com
Via Email shelleyaron@aol.com

Dear Ms. Sebastian:

We are in receipt of your response on March 22, 2019 to the Notice of Proposed Action dated March 11, 2019 and are in the process of reviewing your responses.

We have noticed that the original Notice of Proposed Action contained three typographical date errors. We have corrected those errors as noted below (highlighted yellow) and request you respond to the revised items. We corrected a typographical error on the Exhibit List (highlighted yellow) as well and attach it for your review. For your quick reference, the items are I(f), II(e), and II(i). All are attached. Please advise if your original denial response would change to those three items. Please respond to these three items by Friday, March 29, 2019.

Meanwhile we will continue to review your previous response to the Notice of Proposed Action on all other items. We acknowledge that you are on paid sick leave through close of business today, March 22, 2019. If you would like to extend the leave through close of business on March 29, 2019, please notify us as soon as possible.

- I. **Failure to Attend To Your Job Duties** – As a staff of four people (and this includes both the Assistant Director Kimberly Gann and myself), it is imperative that each person perform their job duties. During your employment the other three staff members are routinely assisting you with your tasks. On a monthly basis you require help with payroll, preparing the board room for meetings, preparing board and committee minutes, and stocking supplies. You require continuous training on job duties that should be second nature to you by this time. This takes the other three employees away from their assigned duties in order to assist you which impedes the overall functionality of our agency. Your excessive talking and visiting rather than completing your tasks distracts the other employees from daily tasks. For your reference throughout this document please see Attached **Exhibit A**, LSPRS Office Policy and Procedure Manual along with a copy of Attached **Exhibit B**, Employee's Sworn Statement-Shelly Sebastian-3/12/12, signed by you on March 12, 2012 indicating that you read and will comply with the policies. Problems have persisted for several years, without improvement, as outlined below:

Revised - date highlighted

- f) On September 18, 2015 Kimberly Gann was attempting to locate the system's actuarial report dated June 30, 2014 (See Attached **Exhibit L**, September 2015 Calendar). Ms. Gann located the reports in a stack of filing dating back almost one year. There were dozens of returned mail envelopes (See Attached **Exhibit M**, Samples of Envelopes) that were unopened. Some containing important time sensitive material (1099s). Witness: Kimberly Gann and Irwin L. Felps, Jr.

- II. **Disruptive Behavior** – At the end of 2014 and the beginning of 2015, Kimberly Gann and myself continued to notice increasing problems in your performance in the agency. Issues arose daily impacting the efficiency of the office and delaying completion of the tasks required. Both Ms. Gann and I are frequently required to be away from the office, attending the legislative session, meeting with actuaries, investment managers, representatives of the other retirement systems and meeting with legal counsels along with other agency duties. Your performance, or the failure to perform, became a daily issue and we were required to try to schedule that one of us be present at all times to address those problems either to ensure the work was completed or refereeing disputes with the one other employee. Doing so meant the agency was not fully represented at the above meetings. Specific examples of your disruptive behavior over time follow:

Revised date highlighted

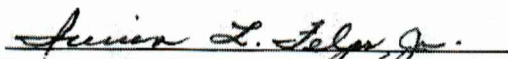
- e) On August 29, 2016 in your evaluation session we again discussed your ongoing conflicts in the office. We asked that you attempt to address issues quickly so a resolution can be reached before valuable time is lost. See Attached **Exhibit JJ**, SCS PES Planning & Evaluation Form, FY2017, Page 3. Witnesses: Irwin L. Felps, Jr. and Kimberly Gann

Revised date highlighted

- i) On November 5, 2018 you complained to me, Irwin Felps, about your position. On November 7, 2018 I spoke with you and Kimberly Gann regarding same. During this meeting you became agitated and defamatory toward Ms. Gann. You threatened a lawsuit, called Ms. Gann names, stated again your prejudice against females, and said you were bullied. You were asked if bullying is simply asking you to be on time and do your work. This disrupted the office and impeded the effectiveness of running this office for several hours. On November 8th and 9th you called in sick. (See Attached **Exhibit MM**, Counseling Session Notes, 11/7/18) Witnesses: Irwin L. Felps, Jr. and Kimberly Gann

Your response may be mailed to Irwin L. Felps, Jr. and/or Kimberly A. Gann at 9224 Jefferson Hwy, Baton Rouge, LA 70809, faxed to Kimberly A. Gann at 225-295-8408, or emailed to Kimberly A. Gann at kgann@lsprs.org and Irwin L. Felps, Jr. at lfelps@lsprs.org. After we have considered your original responses and any revised response outlined in this addendum, I will advise you in writing what action I will take, if any.

Sincerely,



Irwin L. Felps, Jr., Executive Director
Louisiana State Police Retirement System

Attachments:

Correct Section Attachments Are Included
Corrected Exhibit List