



MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, FEBRUARY 1, 2017

9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:04 A.M. ON WEDNESDAY, FEBRUARY 1, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, AND C. PETE FREMIN. COMMISSIONER G. LEE GRIFFIN JOINED THE MEETING AT 9:15 A.M. COMMISSIONER RONALD CARRERE WAS ABSENT.

- Opportunity for Public Comment (No Attachment) **NO REQUESTS RECEIVED FROM THE PUBLIC TO ADDRESS THE COMMISSION.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

1) Election of Officers: (No Attachment)

Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER DAVID DUPLANTIER TO SERVE AS CHAIRMAN.**

Vice Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER D. SCOTT HUGHES TO SERVE AS VICE CHAIRMAN.**

2) Request for Commission approval of Suspension Pending Criminal Proceedings of Oliver Medina by the Department of Public Safety and Corrections. **ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 3 TO 1; THE COMMISSION GRANTED THE REQUEST. (CHAIRMAN DUPLANTIER, VICE-CHAIRMAN HUGHES, AND COMMISSIONER MCLURE VOTED IN FAVOR; COMMISSIONER FREMIN OPPOSED; COMMISSIONER GRIFFIN ARRIVED AFTER THE COMMISSION VOTED ON THIS REQUEST.)**

3) Request of the Department of Children and Family Services to extend authority to exempt from the classified service, one (1) Project Director position, in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2017 through February 2, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED, EFFECTIVE FEBRUARY 3, 2017 THROUGH JANUARY 11, 2020.**

- 4) Request of the Department of Children and Family Services to extend authority to exempt from the classified service, one (1) Legislative Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective March 11, 2017 through March 10, 2020. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED, EFFECTIVE MARCH 11, 2017 THROUGH MARCH 10, 2021.**
- 5) Request of the Department of Children and Family Services to extend authority to exempt from the classified service, one (1) Manager position and one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2017 through February 3, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Request of the Coastal Protection and Restoration Authority to amend its Perquisite policy, in accordance with State Civil Service Rule 6.3.1, effective February 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Consideration of the Minutes of the Commission Meeting held on December 14, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 8) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF DECEMBER 2, 2016 THROUGH JANUARY 18, 2017.**
- 9) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Department of Corrections – Adult Probation and Parole
 - Louisiana Schools for the Deaf and Visually Impaired
 - Southern University and A&M College(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 10) Request of the Louisiana State Employees' Retirement System to amend its Rewards and Recognition policy, in accordance with State Civil Service Rule 6.16.1, effective February 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 11) Request of the Jefferson Parish Human Services Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of the Department of Transportation and Development to extend authority to exempt from the classified service, four (4) emergency preparedness positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2017, with no expiration. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED, EFFECTIVE FEBRUARY 4, 2017 THROUGH FEBRUARY 3, 2021; REVOKED THE ONGOING AUTHORITY AND SET AN EXPIRATION DATE OF FEBRUARY 3, 2021, FOR POSITION #50332136, DIRECTOR OF EMERGENCY OPERATIONS.**

- 13) Request of the Port of New Orleans to exempt from the classified service 15 positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 1, 2017 through January 31, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION REVOKED THE ONGOING AUTHORITY OF 15 POSITIONS AND APPROVED THE EXEMPTION OF 15 POSITIONS, EFFECTIVE FEBRUARY 1, 2017 THROUGH JANUARY 31, 2021, AS RECOMMENDED.**
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- Director's Report Byron P. Decoteau, Jr., Director
 - *Announced the reappointment of Commissioner Hughes and Commissioner Griffin to the State Civil Service Commission; Reminded the Commission that the Governor has until February 12, 2017 to announce the appointment to the Commission for the Second Congressional District.*
 - *Announced the resignation of Commissioner Dellafosse from the State Civil Service Commission as she has a business opportunity that would be in conflict with serving on the Board. Director Decoteau reminded the Commission that Dillard University has until February 11, 2017 to submit three nominees to the Governor for this unexpired term representing the Third Congressional District.*
 - *Provided the Commission with an Legislative updates*
 - *Informed the Commission that the Legislature will hold a Special Session beginning February 13, 2017 through February 23, 2017.*
 - *Announced the ballots for the Employee Representative Civil Service Commissioner election were mailed out yesterday, January 31, 2017, and voting ends on February 23, 2017. The three candidates on the ballot are:*
 - *Ronald Broussard from the Department of Transportation and Development*
 - *Kristy Folsie from the Department of Transportation and Development*
 - *C. Pete Fremin from the Department of Public Safety and Corrections*
 - *Reminded HR Community that February 8, 2017 is the deadline for agencies to submit items for the March 1, 2017 Civil Service Commission meeting.*
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- **Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:41 A.M. ON WEDNESDAY, FEBRUARY 1, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN