



MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, MARCH 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 9:14 A.M. ON WEDNESDAY, MARCH 1, 2017. PRESENT WERE VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS G. LEE GRIFFIN, C. PETE FREMIN, AND RONALD CARRERE. CHAIRMAN DAVID DUPLANTIER AND COMMISSIONER JOHN MCLURE WERE 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) Consideration of the following requests to amend Optional Pay policies in accordance with State Civil Service Rule 6.16.2, effective March 1, 2017: **THE COMMISSION GRANTED THE REQUESTS LISTED BELOW.**
 - a. Louisiana School Employees' Retirement System
 - b. Lafourche Basin Levee District
 - c. Louisiana State Licensing Board for Contractors
 - d. Delcambre Housing Authority
 - e. Capital Area Human Services District
 - f. Pontchartrain Levee District
 - g. Port of New Orleans
 - h. Housing Authority of the City of Breaux Bridge
 - i. Housing Authority of the City of Natchitoches
 - j. Louisiana School for Math, Science, and the Arts
- 2) Request of the Pontchartrain Levee District, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 3, 2017 through December 31, 2017 during the High Water Season, Hurricane Season and Annual Levee Inspections of the main line Mississippi River levee. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Consideration of the Minutes of the Commission Meeting held on February 1, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

- 4) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF JANUARY 19, 2017 THROUGH FEBRUARY 15, 2017.**
 - 5) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Monroe Housing Authority
 - Louisiana Department of Revenue
 - Louisiana Real Estate Commission(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
 - 6) Request of the Department of Transportation and Development to establish Shift Differential pay in the amount of \$1.75 per hour for marine job titles in accordance with State Civil Service Rule 6.28, effective March 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) Request of Louisiana State University A&M to amend its Special Entrance Rate policy for Police Officers and establish a Special Entrance Rate policy for Communications Officers under the provisions of State Civil Service Rule 6.5(b), effective March 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.**
 - 8) Request of University of Louisiana at Monroe to amend its Special Entrance Rate policy for the Police department under the provisions of State Civil Service Rule 6.5(b), effective March 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.**
 - 9) Request of the Secretary of State to extend authority to exempt from the classified service, one (1) Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 1, 2017 through March 31, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report **Byron P. Decoteau, Jr., Director**
 - ***Provided the Commission with an update on the progress of preparing proposed rules for promulgation for the Ban the Box initiative.***
 - ***Updated the Commission on the Louisiana Tax Free Commission at the Department of Revenue (WAEs) that worked full time.***
 - ***Announced the reappointment of Commissioner Carrere to the State Civil Service Commission.***
 - ***Informed the Commission that the Governor has until March 10, 2017 to select his appointment to the Commission for the Third Congressional District.***

- *Informed the Commission that the Commissioner for the Division of Administration, Jay Dardenne, recognized that performance adjustments are not funded in the proposed budget for the upcoming fiscal year but stated the Administration does not intend to ask this Commission to suspend authority for granting performance adjustments.*
 - *Reminded HR Community that March 15, 2017 is the deadline for agencies to submit items for the April 5, 2017 Civil Service Commission meeting.*
 - *Informed the Commission that results of the State Civil Service Commission Employee Representative election should be announced this week.*
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- 10) **10:00 A.M.** Public investigation of SHAWANDA SOWELLS (BYRON P. DECOTEAU, JR., Complainant), DOCKET NO. I-18252. Somer G. Brown is representing the respondent and Adrienne Bordelon is representing the complainant. **THE INVESTIGATION WAS HEARD AND TAKEN UNDER ADVISEMENT.**
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- 11) Request of Nicholls State University to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION DIRECTED THE DEPARTMENT OF STATE CIVIL SERVICE TO WORK WITH NICHOLLS STATE UNIVERSITY TO FIND AN ALTERNATIVE RESOLUTION.**
- 12) Request of the Southeast Louisiana Flood Protection Authority - East to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, and revoke the use of the individual Rewards and Recognition policy by Orleans Levee District, effective March 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.**

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD A REQUEST FROM THE LOUISIANA DEPARTMENT OF HEALTH TO THE AGENDA.

ADDED TO AGENDA:

- 13) Request of the Louisiana Department of Health, Office of the Secretary to establish a Special Entrance Rate for the Accounting job series in East Baton Rouge and Orleans parishes, in accordance with State Civil Service Rule 6.5(b), effective March 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.**

- **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 11:39 A.M. ON WEDNESDAY, MARCH 1, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN