

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, APRIL 5, 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 9:16 A.M. ON WEDNESDAY, APRIL 5, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, AND JO ANN NIXON. COMMISSIONER RONALD CARRERE WAS ABSENT.

- *Director Decoteau welcomed and announced the appointment of Commissioner Jo Ann Nixon to the State Civil Service Commission to serve the remainder of Ms. Dellafosse's unexpired term.*
- *Director Decoteau announced and congratulated Commissioner Fremin on his re-election as the State Civil Service Commission Employee Representative, his second term begins May 1, 2017.*

- 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) Request of the Louisiana Department of Health – Office of Behavioral Health for authority under the provisions of State Civil Service Rule 4.1(d)1, for an additional 1245 hours to be worked within the 12-month appointment period, for one hundred thirty-eight (138) Program Assistants, effective April 5, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of the Louisiana Department of Health – Office of Citizens with Developmental Disabilities – Pinecrest Supports and Services Center to exempt from the classified service, two (2) Interpreter positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2017 through April 4, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Division of Administration to exempt from the classified service, one (1) Director of Policy and Strategic Initiatives position, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2017 through October 12, 2018 and revoke authority for Position #50362761 Deputy Director expiring October 12, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE EXEMPTION REQUEST, EFFECTIVE APRIL 5, 2017 THROUGH OCTOBER 12, 2018 AND REVOKED AUTHORITY FOR THE DEPUTY DIRECTOR, POSITION #50362761.**

- 4) Request of the Department of Children and Family Services (DCFS) to exempt from the classified service, 35 positions for the Integrated Eligibility Project, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2017 through April 4, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Request of the Louisiana State Employees' Retirement System to amend its Dual Career Ladder Policy in accordance with State Civil Service Rule 5.9, effective April 5, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Consideration of the following requests to amend Rewards and Recognition policies in accordance with State Civil Service Rule 6.16.1, effective April 5, 2017: **THE COMMISSION GRANTED THE REQUESTS LISTED BELOW.**
 - a. Nicholls State University
 - b. Department of Natural Resources
 - c. University of New Orleans
 - d. Louisiana State Civil Service
- 7) Request of the Louisiana Department of Children and Family Services to amend the Special Entrance Rates for Social Service Analyst 1-3 within the Disability Determinations Division and establish Special Entrance Rates for Disability Determinations Specialist--Disability Determinations Director in accordance with State Civil Service Rule 6.5(b), effective April 10, 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) Consideration of the Minutes of the Commission Meeting held on March 1, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF FEBRUARY 16, 2017 THROUGH MARCH 22, 2017.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana Workforce Commission
 - LSU Health Sciences Center-New Orleans
 - Louisiana Department of Insurance
 - Bossier Parish Community College
 - Elayn Hunt Correctional Center(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 11) **10:00 A.M.** Public investigation of **JOSEPH O'QUAIN (BYRON P. DECOTEAU, JR., Complainant), DOCKET NO. I-18251.** The respondent is self-represented and Adrienne Bordelon is representing the complainant. **THE INVESTIGATION WAS DISMISSED.**

- 12) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2017-008) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A, B, AND C, WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL; SET THE EFFECTIVE DATE OF EXHIBIT A TO BE SET BY THE DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; SET THE EFFECTIVE DATE OF EXHIBITS B AND C TO BE SET BY DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF COMMISSION APPROVAL; RATIFIED THE DIRECTOR'S APPROVAL OF EXHIBIT D, AND SET THE EFFECTIVE DATE OF IMPLEMENTATION FOR EXHIBIT D TO BE AUGUST 4, 2016.

- 13) Request of the Louisiana Board of Tax Appeals to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective April 5, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Discussion/Presentation by State Civil Service Staff Concerning the Proposed Compensation Plan Redesign (No Attachment) **THE COMMISSION AUTHORIZED THE DIRECTOR TO PROMULGATE RULES CONCERNING PROPOSED COMPENSATION PLAN REDESIGN AND SCHEDULE PUBLIC HEARING FOR COMMISSION CONSIDERATION.**
- 15) Consideration of the following requests to amend Optional Pay policies in accordance with State Civil Service Rule 6.16.2, effective April 2, 2017: **THE COMMISSION GRANTED THE REQUESTS LISTED BELOW.**
- a. Board of Elementary and Secondary Education
 - b. Central Louisiana Human Services District
 - c. Coastal Protection and Restoration Authority
 - d. Delgado Community College
 - e. Department of Economic Development
 - f. Department of Education
 - g. Department of Environmental Quality
 - h. Department of Public Safety and Corrections, Public Safety Services
 - i. Department of Veterans Affairs
 - j. Division of Administrative Law
 - k. Eunice Housing Authority
 - l. Fifth Louisiana Levee District
 - m. Florida Parishes Human Services Authority
 - n. Hammond Housing Authority
 - o. Housing Authority of Jefferson Parish
 - p. Housing Authority of Lafourche Parish
 - q. Housing Authority of the City of Bossier City
 - r. Housing Authority of the City of Lafayette
 - s. Housing Authority of the City of Marksville
 - t. Housing Authority of the Town of Colfax Louisiana
 - u. Housing Authority of the Town of Kaplan Louisiana
 - v. Louisiana Board of Examiners of Nursing Facility Administrators
 - w. Louisiana Commission on Law Enforcement

- x. Louisiana Delta Community College
 - y. Louisiana Department of Health
 - z. Louisiana Department of Treasury
 - aa. Louisiana Department of Wildlife and Fisheries
 - bb. Louisiana Educational Television Authority
 - cc. Louisiana Housing Corporation
 - dd. Louisiana Office of Student Financial Assistance
 - ee. Louisiana Public Service Commission
 - ff. Louisiana Real Estate Commission/Louisiana Real Estate Appraisers Board
 - gg. Louisiana Special Schools District
 - hh. Louisiana State Board of Nursing
 - ii. Louisiana State Employees Retirement System
 - jj. Louisiana State Police Retirement System
 - kk. Louisiana State University Health Science Center New Orleans
 - ll. Louisiana Tax Commission
 - mm. Louisiana Used Motor Vehicle Commission
 - nn. Louisiana Workforce Commission
 - oo. LSU Agricultural Center
 - pp. Metropolitan Human Services District
 - qq. Minden Housing Authority
 - rr. Monroe Housing Authority
 - ss. Oakdale Housing Authority
 - tt. Opelousas Housing Authority
 - uu. Pennington Biomedical Research Center
 - vv. Pineville Housing Authority
 - ww. Ponchatoula Housing Authority
 - xx. Port of Greater Baton Rouge
 - yy. Port of South Louisiana
 - zz. Rapides Parish Housing Authority
 - aaa. Rayne Housing Authority
 - bbb. Sabine River Authority
 - ccc. Secretary of State
 - ddd. Southeastern Louisiana University
 - eee. Southern University System
 - fff. State Civil Service
 - ggg. The City of Crowley Housing Authority
 - hhh. University of Louisiana at Lafayette
 - iii. University of Louisiana at Monroe
 - jjj. University of New Orleans
 - kkk. White Castle Housing Authority
 - lll. Office of State Examiner Municipal Fire and Police Civil Service
 - mmm. Department of Public Safety and Corrections, Corrections Services
- 16) Request of Southern University and A&M College – Baton Rouge to amend its Special Entrance Rates for the Guard, Police Officer 1-A through 3-A and Police Investigator job titles and establish Special Entrance Rates for Police Lieutenant – A, Police Sergeant – A and Communications Officer 2 job titles within the Campus Police Department, in accordance with State Civil Service Rule 6.5(b), effective April 5, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 17) Request of the Department of Public Safety and Corrections – Corrections Services to amend its Premium Pay policy within the agency’s Comprehensive Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 5, 2017. (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
 - *Informed the Commission that State Civil Service plans to promulgate rules regarding Fair Chance for Workers initiative for public hearing and consideration at the May 3, 2017 Commission meeting.*
 - *Reminded HR Community that April 12, 2017 is the deadline for agencies to submit items for the May 3, 2017 Civil Service Commission meeting.*
 - *Announced the retirement of Max Reichert, SCS Staffing Assistant Division Administrator, with over 40 years of state service, will be officially retiring in May.*
 - *Announced the retirement of Rainette Stephens, SCS Staffing Division Administrator will retiring on May 1, 2017, so this is her last Commission meeting.*
 - *Announced SCS staff changes due to the above senior staff retirements:*
 - *Joan Haase, SCS Staffing Division Administrator*
 - *Julie Chapman, SCS Staffing Assistant Division Administrator*
 - *Aeli Poydras, SCS Staffing Assistant Division Administrator*
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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 10:52 A.M. ON WEDNESDAY, APRIL 5, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN