

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, MAY 3, 2017****9:00 A.M.**

BYRON P. DECOTEAU, JR.  
DIRECTOR

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

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- Roll Call

**THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:12 A.M. ON WEDNESDAY, MAY 3, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE AND JO ANN NIXON.**

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

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

- 1) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN. COMMENTS RECEIVED FROM ED PARKER, AFSCME REPRESENTATIVE.**
- 2) Public Hearing to consider adopting proposed Civil Service Rule 22.4.1. (Details contained in General Circular No. 2017-009) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER ADOPTING PROPOSED CIVIL SERVICE RULE 22.4.1 AS DETAILED IN GENERAL CIRCULAR 2017-009 AND RECEIVED PUBLIC COMMENTS.**

**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED CIVIL SERVICE RULE 22.4.1 AS DETAILED IN GENERAL CIRCULAR 2017-009, TO BE EFFECTIVE JULY 1, 2017.**

- 3) Request of the Louisiana State Racing Commission to extend the authority to exempt from the classified service, five (5) positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2017 through June 30, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Port of New Orleans to exempt from the classified service, one (1) Port General Agent position, in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2017 through May 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.**

- 5) Request of the Department of Insurance to exempt from the classified service, one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2017 through May 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 BY STATE CIVIL SERVICE, EFFECTIVE MAY 3, 2017 THROUGH JANUARY 11, 2020 TO COINCIDE WITH THE COMMISSIONER'S TERM.**
- 6) 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. Southeast Louisiana Flood Protection Authority – West
  - b. Louisiana Tech University
- 7) Request of the Division of Administration for an extension of a job appointment for Bradford Smith, Business Analytics Specialist in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 2018. (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 the Louisiana Department of Wildlife and Fisheries for an extension of a job appointment for Anthony Jennings, Maintenance Repairer 2 in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 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 BY STATE CIVIL SERVICE, EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018. (VICE-CHAIRMAN HUGHES AND COMMISSIONER MCLURE OPPOSED.)**
- 9) Request of the Louisiana Department of Wildlife and Fisheries for an extension of a job appointment for Sandra Stewart, Administrative Coordinator 4 in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 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 BY STATE CIVIL SERVICE, EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018. (VICE-CHAIRMAN HUGHES AND COMMISSIONER MCLURE OPPOSED.)**
- 10) WITHDRAWN
- 11) Request of the Office of Citizens with Developmental Disabilities for an extension of a job appointment for Keith Bailey, Program Monitor - DHH in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 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 BY STATE CIVIL SERVICE, EFFECTIVE JULY 1, 2017 THROUGH SEPTEMBER 30, 2020.**
- 12) Request of the Office of Citizens with Developmental Disabilities for an extension of a job appointment for Faimon Roberts, Program Manager 1-B - DHH in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 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 BY STATE CIVIL SERVICE, EFFECTIVE JULY 1, 2017 THROUGH SEPTEMBER 30, 2020.**

- 13) Request of the Office of Citizens with Developmental Disabilities for an extension of a job appointment for Krista Tipton, Program Monitor - DHH in accordance with State Civil Service Rule 23.5(a), to be effective July 1, 2017 through June 30, 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 BY STATE CIVIL SERVICE, EFFECTIVE JULY 1, 2017 THROUGH SEPTEMBER 30, 2020.**
- 14) Consideration of the Minutes of the Commission Meeting held on April 5, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 15) Monthly Contract Review Report **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MARCH 23, 2017 THROUGH APRIL 19, 2017.**
- 16) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- David Wade Correctional Center
  - Louisiana Correctional Institute for Women
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 17) Request of the Northeast Delta Human Service Authority for an Individual Pay Adjustment in the amount of \$.20 per hour for Jasmine Singleton, Social Worker 4, in accordance with State Civil Service Rule 6.16(c), effective May 3, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 18) Request of the Department of Public Safety, Office of State Police, DPS Police, Capitol Detail for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 100 hours to be worked within the 12-month appointment period for Shelvin Ambrose and Jack Lee, Classified WAE Police Officer 3-A positions, effective May 3, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE MAY 3, 2017 AND DOES NOT INCLUDE ANY HOURS WORKED OVER 1,245 PRIOR TO THIS DATE.**
- 19) Request of the Louisiana State Board of Medical Examiners to retroactively pay performance adjustments withheld by an approved layoff avoidance measure under the provisions of State Civil Service Rule 17.6, to be dispersed June 30, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 20) Request of the Port of New Orleans to exempt from the classified service, one (1) Port General Agent position, in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2017 through May 2, 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 FOR ONE (1) PORT GENERAL AGENT, POSITION #14998 AND GRANTED THE EXEMPTION REQUEST FOR ONE (1) PORT GENERAL AGENT, EFFECTIVE MAY 3, 2017 THROUGH MAY 2, 2021.**

- 21) Request of the New Orleans City Park to extend authority to exempt from the classified service, one hundred thirty-four (134) positions and request authority to exempt from the classified service, thirteen (13) new positions in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2017 through June 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.**
- 22) Request of Nunez Community College to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34. (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 the Governor approved the exhibits from the April 5<sup>th</sup> Pay Hearing. The effective date has been set as May 5, 2017.*
    - *Reminded HR Community that May 17, 2017 is the deadline for agencies to submit items for the June 7, 2017 Civil Service Commission meeting.*
    - *Updated the Commission on the status of promulgating rules for the Compensation Redesign Proposal in order to set a public hearing at the June Commission meeting.*
    - *Congratulated Commissioner Fremin for having being sworn in for his second term serving as the State Classified Employee Representative Commissioner.*
    - *Recognized SCS staff for the work in promoting the 2017 State Employee Recognition Week through social media campaigns (#IServeLouisiana) and planned activities, such as hosting the inaugural Employee Appreciation Picnic on the lawn in front of the State Capitol on Tuesday, May 9, from 11:30am-12:30pm.*
      - *SCS staff has even scheduled Director Decoteau for an interview on WAFB's morning edition for tomorrow, Thursday, May 4, 2017 to further promote next week's celebration of state employees for their hard work and dedication to making Louisiana a great place to live and work.*
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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 10:26 A.M. ON WEDNESDAY, MAY 3, 2017.**

**RESPECTFULLY SUBMITTED,**

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**BYRON P. DECOTEAU, JR., DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**