

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, JULY 12, 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 9:13 A.M. ON WEDNESDAY, JULY 12, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS G. LEE GRIFFIN, AND JO ANN NIXON. COMMISSIONERS JOHN MCLURE, C. PETE FREMIN AND RONALD CARRERE 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) Request from the Division of Administration for an extension of a job appointment for Patricia Weisner, Community Development Program Specialist 3, in accordance with State Civil Service Rule 23.5(a), to be effective August 26, 2017 through August 25, 2018. (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 Non Flood Protection Asset Management Authority to establish a Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective July 12, 2017. (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 Tensas Basin Levee District to establish a Rewards and Recognition Policy in accordance with SCS Rule 6.16.1, effective July 12, 2017. (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 Department of Natural Resources (DNR) – Office of Conservation, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, effective August 1, 2017 through July 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 AS RECOMMENDED, EFFECTIVE AUGUST 1, 2017 THROUGH JULY 31, 2018.**

- 5) Request from Fletcher Technical Community College (FTCC) for an exception to SCS Rule 17.6, in accordance with SCS Rule 17.3, to grant Performance Adjustments via a lump sum payment effective July 13, 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) Request of the Teachers' Retirement System of Louisiana to extend the authority to exempt from the classified service, two (2) positions, in accordance with State Civil Service Rule 4.1 (d) 2, effective September 4, 2017 through September 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.**
- 7) Request of the Department of Public Safety, Office of the State Fire Marshal to exempt from the classified service, four (4) Inspector positions, in accordance with State Civil Service Rule 4.1(d)2, effective August 1, 2017 through July 31, 2021. (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 Department of Children and Family Services (DCFS) to exempt from the classified service, 34 positions for the Child Welfare System Development Project, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2017 through July 11, 2021. (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 Department of Education to exempt from the classified service, two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2017 through July 11, 2021 (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the Division of Administration to establish a Special Entrance Rate policy for Surveyor 3 and Surveyor 4 job titles in the Office of State Lands in accordance with State Civil Service Rule 6.5(b), effective July 12, 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) Consideration of the Minutes of the Commission Meeting held on June 6-7, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 12) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MAY 24, 2017 THROUGH JULY 3, 2017.**
- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Baton Rouge Community College
 - University of Louisiana at Lafayette
 - Lallie Kemp Medical Center
 - Southeastern Louisiana University(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 14) Consideration of a motion to go into Executive Session to conduct the annual Performance Evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONDUCT THE ANNUAL PERFORMANCE EVALUATIONS; AND TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
- 15) Consideration of a motion to Approve Fiscal Year 2016-2017 Performance Evaluations of the: (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE FISCAL YEAR 2016-2017 PERFORMANCE EVALUATIONS OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- 16) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2017-2018 Performance Planning sessions, on behalf of the Commission, of the: (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED GRANTING THE CHAIRMAN THE AUTHORITY, ON BEHALF OF THE STATE CIVIL SERVICE COMMISSION, TO CONDUCT THE PERFORMANCE PLANNING SESSIONS FOR FISCAL YEAR 2017-2018 OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- 17) Request of the Office of Financial Institutions to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 12, 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 Louisiana State Board of Nursing to exempt from the classified service, two (2) positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2017 through July 11, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 19) Request of the Department of Transportation and Development to amend its Special Entrance Rate policy for the Mechanic 3 job title, in accordance with State Civil Service Rule 6.5(b), effective July 12, 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 the Fair Chance for Workers went into effect July 1, 2017.*
 - *Reminded HR Community that there will not be a Commission meeting for the month of August.*
 - *August 16, 2017 is the deadline for agencies to submit items for the September 6, 2017 Civil Service Commission meeting.*

- *Informed the Commission that the Governor has signed the Compensation Plan adopted by the Commission at the June meeting and provided the Commission with information regarding the upcoming General Circular to be issued regarding the additional proposed Chapters of the Civil Service Rules that will be set for consideration at a public hearing.*

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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.) *[DONE IN CONJUNCTION WITH THE MOTION PASSED ON ITEM # 14.]***
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:48 A.M. ON WEDNESDAY, JULY 12, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN