

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, SEPTEMBER 6, 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 9:17 A.M. ON WEDNESDAY, SEPTEMBER 6, 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.**

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

- 1) Public Hearing to Consider Proposed Changes to Chapters 10, 15 and 17 of the Civil Service Rules. (Details contained in General Circular No. 2017-029.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER ADOPTING PROPOSED CHANGES TO CHAPTERS 10, 15 AND 17 OF THE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2017-029 AND PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENTS TO WHICH THERE WERE NO COMMENTS.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED CHANGES TO CHAPTERS 10, 15 AND 17 OF THE STATE CIVIL SERVICES RULES AS DETAILED IN GENERAL CIRCULAR 2017-029, WITH AN EFFECTIVE DATE OF JULY 1, 2018.

- 2) Request of State Civil Service to ratify the Director's interim approval for authority under the provisions of State Civil Service Rule 4.1(d)1, to reappoint twenty-five (25) incumbents who exceeded the 1245 hour limit at the Louisiana Department of Health-Office of Behavioral Health effective August 17, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL AND GRANTED THE REQUEST.**
- 3) Request of the Lake Charles Harbor & Terminal District to extend the authority to exempt from the classified service, one (1) Executive Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2017 through October 1, 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 three (3) positions in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2017 through September 5, 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 THREE (3) PORT GENERAL AGENTS AND APPROVED EXEMPTION AUTHORITY FOR THREE (3) PORT GENERAL AGENTS, EFFECTIVE SEPTEMBER 6, 2017 THROUGH SEPTEMBER 5, 2021.**
- 5) Request of the Florida Parishes Human Services Authority to establish a Rewards and Recognition Policy in accordance with SCS Rule 6.16.1, effective September 6, 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 Northeast Delta Human Services Authority to establish an Optional Pay policy in accordance with SCS Rule 6.16.2, effective September 6, 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 the Louisiana Office of Student Financial Assistance (LOSFA) to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective September 6, 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 the Lafourche Basin Levee District to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective September 6, 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 River Parishes Community College for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant Performance Adjustments via a lump sum payment, effective September 8, 2017. (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 Port of New Orleans, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt personnel at the time and one-half rate for State Overtime as part of their Disaster Overtime Compensation Policy, effective September 2, 2017 through September 1, 2019. (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 July 12, 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 JULY 4, 2017 THROUGH AUGUST 18, 2017.**

- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- LSU-Alexandria
 - Sabine River Authority
 - Florida Parishes Human Services Authority
 - Louisiana Secretary of State
 - Villa Feliciana Medical Complex
 - Louisiana Economic Development
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 14) Request of the Department of Environmental Quality to amend its Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective September 6, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Request of Southern University at New Orleans to establish Special Entrance Rates for Police Officers and Custodians in accordance with State Civil Service Rule 6.5(b), effective September 6, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 16) Request of the Department of Natural Resources for an Individual Pay Adjustment in the amount of \$328.80 bi-weekly for Steven Giambrone, Environmental Division Administrator, effective September 6, 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 State Civil Service to ratify the Director's interim approval for authority under the provisions of State Civil Service Rule 6.5(b), to establish Special Entrance Rates for all job titles for Allen Correctional Center, effective August 14, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL AND GRANTED THE REQUEST.**
- 18) ~~Discussion by State Civil Service staff concerning Premium Pay for recruitment and retention as it relates to Compensation Redesign. (No Attachment)~~ **WITHDRAWN**
- 19) Request of the South Central Louisiana Human Services Authority for ongoing authority to exempt from the classified service one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2017. (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 THE DEPARTMENT, EFFECTIVE SEPTEMBER 6, 2017 THROUGH SEPTEMBER 5, 2021.**
- 20) Request of the Department of State – Secretary of State authority to exempt from the classified service one (1) Deputy Commissioner from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 6, 2017 through September 5, 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 THE DEPARTMENT, EFFECTIVE SEPTEMBER 6, 2017 THROUGH JANUARY 11, 2020 TO COINCIDE WITH THE END OF THE SECRETARY OF STATE'S TERM.**

- 21) Request of the Louisiana Department of Health – Office of Behavioral Health – Eastern Louisiana Mental Health System to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 6, 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*
 - *Requested directive to promulgate proposed rules pertaining to demotions as it relates to the Compensation Redesign. The Commission instructed Director Decoteau to proceed with promulgation of rules to set for public hearing at the November 1, 2017 Commission meeting.*
 - *Informed the Commission of the Department's successful Compensation Redesign Outreach project which continues until the end of September.*
 - *State Civil Service has assembled a Focus Group to begin working on a Compensation Redesign Outreach project in preparation for the Legislative session.*
 - *Reminded HR Community to review General Circular 2017-032: Exceptions to PES Evaluation Deadlines related to Hurricane Harvey.*
 - *Informed the Commission that State Civil Service received two NASPE Awards: Communications Award for CPTP Success Series Webinar & Advancing the HR Profession Award for the Position Description System.*
 - *Congratulated Commissioner C. Pete Fremin on his receiving this year's Southern States Correctional Association PC Shields Award.*
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- **Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss potential litigation. (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 AND DISCUSS POTENTIAL LITIGATION.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:18 A.M. ON WEDNESDAY, SEPTEMBER 6, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN