



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

### AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, MAY 2, 2018

9 A.M.

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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 9:31 A.M. ON WEDNESDAY, MAY 2, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, C. PETE FREMIN, RONALD CARRERE AND JO ANN NIXON. COMMISSIONER G. LEE GRIFFIN WAS ABSENT.**

- 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.**
- 2) Request from the Louisiana Judicial College to appoint Tracy L. Thompson to serve as the Louisiana Judicial College's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. (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 from 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 May 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE DIRECTOR REQUESTED AMENDING THIS REQUEST TO INCLUDE CORRECTIONS MAJOR THERAPUETIC (PS-113) POSITIONS TO THE PROPOSED AMENDED POLICY. THE COMMISSION GRANTED THE REQUEST AS AMENDED ON THE FLOOR.**
- 4) Request from the Louisiana Department of Health – Office of Behavioral Health – Eastern Louisiana Mental Health System to establish an Incentive Award policy in accordance with State Civil Service Rule 6.16(d), effective May 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE DIRECTOR REQUESTED AMENDING THIS REQUEST TO INCLUDE CORRECTIONS MAJOR THERAPUETIC (PS-113) POSITIONS TO THE PROPOSED AMENDED POLICY. THE COMMISSION GRANTED THE REQUEST AS AMENDED ON THE FLOOR.**

- 5) Request to amend the Rewards and Recognition policies of state agencies listed below, in accordance with State Civil Service Rule 6.16.1, effective July 1, 2018: (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS SHOWN BELOW.**
  - a. State Civil Service
  - b. Department of Natural Resources
- 6) Request to amend the Optional Pay policies of state agencies listed below, in accordance with State Civil Service Rule 6.16.2, effective July 1, 2018: (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS SHOWN BELOW.**
  - a. Louisiana Educational Television Authority
  - b. Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism
  - c. Department of Education
  - d. Department of Natural Resources
- 7) Request of the Department of Revenue to amend its Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective May 2, 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 Department of Corrections to establish a Special Entrance Rate policy for Corrections Cadets, Sergeants, Sergeant Masters, Lieutenants, Captains, Majors, Lieutenant Colonels and Colonels under the provisions of State Civil Service Rule 19.3(b), effective May 7, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)~~ **WITHDRAWN AS REQUESTED BY THE AGENCY.**
- 9) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Karen Maxwell, Custodian 2, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED EXTENDING THE JOB APPOINTMENT BY A VOTE OF 4-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 10) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Heath Bordelon, Custodian 2, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED EXTENDING THE JOB APPOINTMENT BY A VOTE OF 4-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 11) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Tamara Gordon, Administrative Coordinator 2, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED EXTENDING THE JOB APPOINTMENT BY A VOTE OF 4-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**
- 12) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for John Deville, Wildlife and Fisheries Technician 4, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR ONE YEAR BY A VOTE OF 4-2. (COMMISSIONERS MCLURE AND HUGHES OPPOSED.)**

- 13) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Michael Bothel, Wildlife and Fisheries Technician 4, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR ONE YEAR BY A VOTE OF 4-2. (COMMISSIONERS MCLURE AND HUGHES OPPOSED.)**
- 14) Request of the Department of Wildlife and Fisheries – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Casey Wright, Wildlife and Fisheries Biologist 3, to be effective July 1, 2018 through June 30, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, BY A VOTE OF 4-2, FOR A PERIOD OF ONE YEAR, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019. (COMMISSIONERS MCLURE AND HUGHES OPPOSED.)**
- 15) Request of the Department of Wildlife and Fisheries – Office of Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Damon Morris, Business Development Officer 3, to be effective July 1, 2018 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, BY A VOTE OF 4-2, FOR A PERIOD OF SIX (6) MONTHS, EFFECTIVE JULY 1, 2018 THROUGH DECEMBER 31, 2018. (COMMISSIONERS MCLURE AND HUGHES OPPOSED.)**
- 16) Request of the Northeast Delta Human Services Authority for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 720 hours to be worked within the 12-month appointment period for Lisa Nelson, a Classified WAE Rehabilitation Aide, effective May 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR ADDITIONAL HOURS EFFECTIVE MAY 2, 2018 AND DOES NOT INCLUDE ANY HOURS WORKED OVER 1,245 PRIOR TO THIS DATE.**
- 17) Consideration of the Minutes of the Commission Meeting held on April 4, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 18) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MARCH 14, 2018 THROUGH APRIL 13, 2018.**
- 19) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Louisiana State Board of Medical Examiners
  - LSU Health Sciences Center—Shreveport
  - Department of Natural Resources
  - Port of New Orleans(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
    - **Adrienne Bordelon, SCS General Counsel provided the Commission with a 2018 Legislative update.**
    - **Director Decoteau:**
      - **Provided the Commission with the Legislative Auditor's Sexual Harassment Report.**
      - **Provided the Commission with Costs of implementation of Phase 1 and Phase 2 of the Compensation Redesign.**

- *Presented the Commission with the projected cost of upcoming implementation of Phase 3, effective July 1, 2018; reminded agencies to be sure to send in policy amendments for Commission approval at the June meeting.*
  - *Provided the Commission with a comparison between the previous 4% Performance Adjustment projected costs vs. the Market Adjustments projected costs for FY19.*
  - *Informed the Commission of the Department's updated website.*
  - *Announced the next Commission meeting is scheduled for June 6, 2018 and the deadline for agencies to submit items for the agenda is May 16, 2018 and a Quarterly HR Community meeting is schedule on June 6, 2018 after the Commission meeting.*
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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 RECESS FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND OTHER MATTERS REQUESTED FOR THE COMMISSION.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 12:27 P.M.

UPON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD A MOTION TO THE AGENDA TO DIRECT THE DIRECTOR TO PROCEED WITH AN INVESTIGATION AND FORMAL CHARGES AGAINST ROBERT LAWRENCE.

UPON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION DIRECTED THE DIRECTOR OF STATE CIVIL SERVICE TO PROCEED WITH AN INVESTIGATION AND FORMAL CHARGES AGAINST ROBERT LAWRENCE.

UPON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD A MOTION TO THE AGENDA TO PLACE ROBERT LAWRENCE ON PAID ADMINISTRATIVE LEAVE PENDING INVESTIGATION, EFFECTIVE IMMEDIATELY UPON DELIVERY OF NOTICE TO BE SERVED NO LATER THAN FRIDAY, MAY 4<sup>TH</sup> AT 2:00 P.M.; AND AUTHORIZE THE CHAIRMAN OF STATE CIVIL SERVICE COMMISSION TO NOTIFY MR. LAWRENCE AND THE DEPARTMENT OF THE SUSPENSION PENDING INVESTIGATION.

UPON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION PLACED ROBERT LAWRENCE ON PAID ADMINISTRATIVE LEAVE PENDING INVESTIGATION, EFFECTIVE IMMEDIATELY UPON DELIVERY OF NOTICE TO BE SERVED NO LATER THAN FRIDAY, MAY 4<sup>TH</sup> AT 2:00 P.M. AND AUTHORIZED THE CHAIRMAN OF STATE CIVIL SERVICE COMMISSION TO NOTIFY MR. LAWRENCE AND THE DEPARTMENT OF THE SUSPENSION PENDING INVESTIGATION.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:31 P.M. ON WEDNESDAY, MAY 2, 2018.

RESPECTFULLY SUBMITTED,

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BYRON P. DECOTEAU, JR., DIRECTOR

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DAVID DUPLANTIER, CHAIRMAN