



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, JUNE 6, 2018

9 A.M.

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 9:23 A.M. ON WEDNESDAY, JUNE 6, 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.

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 Department of Public Safety – Office of State Fire Marshal to exempt from the classified service one (1) Investigator position, in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2018 through June 5, 2022. (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 Louisiana State University to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), 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 REQUEST.**
- 3) Request of the Southeast Louisiana Flood Protection Authority – East, in accordance with State Civil Service Rule 11.1(b), to define the standard work week for the law enforcement personnel for Orleans Levee District, East Jefferson Levee District and Lake Borgne Basin Levee District, as a fourteen (14) day pay period consisting of eighty-four (84) hours, which is equal to seven (7) twelve (12) hour duty rotations, effective June 6, 2018. (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 State Civil Service to ratify the Director’s interim approval for authority to re-establish a Special Entrance Rate for a Mechanic 3 at the Department of Transportation and Development, in accordance with State Civil Service Rule 19.3(b), effective January 2, 2018. (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.**
- 5) WITHDRAWN

- 6) 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 Joseph Riviere, Jr., Marine Operator 2, to be effective June 30, 2018 through June 29, 2022. (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, FOR A PERIOD OF ONE (1) YEAR, EFFECTIVE JUNE 30, 2018 THROUGH JUNE 29, 2019.**
- 7) 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 Patrick Morris, Marine Operator 2, to be effective July 1, 2018 through June 30, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR A PERIOD OF ONE (1) YEAR, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019.**
- 8) 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 Kristen Thibodeaux, Biologist 3, to be effective July 1, 2018 through June 30, 2022. (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 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 Matthew Boasso, Biologist 3, to be effective July 1, 2018 through June 30, 2022. (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 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 Anthony Jennings, Maintenance Repairer 2, to be effective July 1, 2018 through June 30, 2022. (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 Fisheries under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Sandra Stewart, Administrative Coordinator 4, to be effective July 1, 2018 through December 31, 2018. (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 Louisiana Secretary of State, Department of State for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to reappoint incumbents who previously exceeded the 1245 hours in a 12-month appointment period and to allow all incumbents appointed to the Classified WAE Elections Machine Mechanic to work up to 2080 hours in a 12-month appointment period, 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.**
- 13) Request of the Louisiana Department of Health – Office of Aging and Adult Services/Villa Feliciana Medical Complex to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Request of the Department of Public Safety and Corrections, Youth Services, Office of Juvenile Justice to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 6, 2018. (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 the Department of Public Safety and Corrections, Youth Services, Office of Juvenile Justice to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective June 6, 2018. (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 Louisiana Department of Health – Pinecrest Supports and Services Center for authority under the provisions of State Civil Service Rule 21.9(d) to compensate employees in FLSA Exempt Registered Nurse 3 (RN3) job titles at the time and one-half rate for performed overtime through December 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.**
- 17) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2018-013) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS.**

BASED UPON COMMENTS RECEIVED DURING THE COMMENT PERIOD, STATE CIVIL SERVICE REQUESTED A MOTION TO AMEND EXHIBIT D, AS OUTLINED IN GENERAL CIRCULAR 2018-013, TO REMOVE THE JOB TITLE OF UPHOLSTERER, JOB CODE 100570, FROM THE PROPOSED LIST OF JOBS TO BE ABOLISHED. UPON MOTION DULY MADE, SECONDED AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE AMENDMENT TO EXHIBIT D.

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

- 18) Request of the Department of Transportation and Development to amend its Comprehensive Pay policy in accordance with State Civil Service Rules 6.5(b), 6.16(h) and 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 REQUEST.**
- 19) Consideration of the Minutes of the Commission Meeting held on May 2, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 20) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF APRIL 14, 2018 THROUGH MAY 20, 2018.**
- 21) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Louisiana Veterans' Home
 - Housing Authority of the City of Shreveport
 - Louisiana Department of Education
 - Department of Corrections—Administration
 - Louisiana Special Education Center
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 22) 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 June 6, 2018 through June 5, 2022.

(Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)

THE COMMISSION GRANTED THE REQUEST.

- 23) Request to amend or establish the Optional Pay policies of the following state agencies 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. Acadiana Area Human Services District
- b. Atchafalaya Basin Levee District
- c. Board of Elementary and Secondary Education
- d. Bossier Community College
- e. Capital Area Human Services District
- f. Central Louisiana Human Services District
- g. Coastal Protection and Restoration Authority
- h. Delgado Community College
- i. Department of Agriculture and Forestry
- j. Department of Children and Family Services
- k. Department of Environmental Quality
- l. Department of Insurance
- m. Department of Public Safety and Corrections, Public Safety Services
- n. Department of Revenue
- o. Department of State - Secretary of State
- p. Department of Wildlife and Fisheries
- q. Division of Administration
- r. Division of Administrative Law
- s. DPSC Youth Services, Office of Juvenile Justice
- t. East Baton Rouge Parish Housing Authority
- u. Florida Parishes Human Services Authority
- v. Governor's Office of Elderly Affairs
- w. Houma-Terrebonne Housing Authority
- x. Imperial Calcasieu Human Services Authority
- y. Lafourche Basin Levee District
- z. Lake Charles Harbor and Terminal District
- aa. Louisiana Commission on Law Enforcement
- bb. Louisiana Delta Community College
- cc. Louisiana Department of Health
- dd. Louisiana Department of Veterans Affairs
- ee. Louisiana Economic Development
- ff. Louisiana Housing Corporation
- gg. Louisiana Public Service Commission
- hh. Louisiana Real Estate Commission and Louisiana Real Estate Appraisers Board
- ii. Louisiana School Employees' Retirement System
- jj. Louisiana School for Math, Science, and the Arts
- kk. Louisiana Special Schools (LSDVI and LSEC)
- ll. Louisiana State Board of Cosmetology
- mm. Louisiana State Board of Nursing
- nn. Louisiana State Board of Practical Nurse Examiners
- oo. Louisiana State Employees' Retirement System
- pp. Louisiana State Licensing Board for Contractors
- qq. Louisiana State Plumbing Board
- rr. Louisiana State Police Retirement System
- ss. Louisiana State University A&M
- tt. Louisiana Tax Commission

uu.	<u>Louisiana Used Motor Vehicle Commission</u>
vv.	<u>LSU Agricultural Center</u>
ww.	<u>LSU Health Care Services Division</u>
xx.	<u>LSU Health Sciences Center New Orleans</u>
yy.	<u>LSU-Eunice</u>
zz.	<u>Mental Health Advocacy Services</u>
aaa.	<u>Metropolitan Human Services District</u>
bbb.	<u>Monroe Housing Authority</u>
ccc.	<u>Non-Flood Protection Asset Management Authority</u>
ddd.	<u>Northeast Delta Human Service Authority</u>
eee.	<u>Northwest Louisiana Human Services District</u>
fff.	<u>Northwestern State University</u>
ggg.	<u>Oakdale Housing Authority</u>
hhh.	<u>Office of Financial Institutions</u>
iii.	<u>Office of the State Examiner, Municipal Fire and Police Civil Service</u>
jjj.	<u>Office of the State Inspector General</u>
kkk.	<u>Pennington Biomedical Research Center</u>
lll.	<u>Pineville Housing Authority</u>
mmm.	<u>Pontchartrain Levee District</u>
nnn.	<u>Port of Greater Baton Rouge</u>
ooo.	<u>Port of New Orleans</u>
ppp.	<u>Red River, Atchafalaya, and Bayou Boeuf Levee District</u>
qqq.	<u>Sabine River Authority</u>
rrr.	<u>South Central Louisiana Human Services Authority</u>
sss.	<u>South Louisiana Community College</u>
ttt.	<u>State Civil Service</u>
uuu.	<u>Sulphur Housing Authority</u>
vvv.	<u>Teachers' Retirement System of Louisiana</u>
www.	<u>University of Louisiana at Lafayette</u>
xxx.	<u>University of Louisiana at Monroe</u>
yyy.	<u>University of New Orleans</u>
zzz.	<u>Vinton Housing Authority</u>

- 24) Request to amend or establish the Rewards and Recognition policies of the following state agencies 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.	<u>Alexandria Housing Authority</u>
b.	<u>Board of Elementary and Secondary Education</u>
c.	<u>Central Louisiana Human Services District</u>
d.	<u>Coastal Protection and Restoration Authority</u>
e.	<u>Department of Agriculture and Forestry</u>
f.	<u>Department of Culture, Recreation and Tourism</u>
g.	<u>Department of Environmental Quality</u>
h.	<u>Department of Insurance</u>
i.	<u>Department of Public Safety and Corrections, Corrections Services</u>
j.	<u>Department of State—Secretary of State</u>
k.	<u>Department of Veterans Affairs</u>
l.	<u>Department of Wildlife and Fisheries</u>
m.	<u>Division of Administration</u>
n.	<u>Division of Administrative Law</u>
o.	<u>Louisiana Economic Development</u>
p.	<u>Louisiana Public Service Commission</u>

- q. Louisiana State Board of Cosmetology
- r. Louisiana Tax Commission
- s. Mental Health Advocacy Service
- t. Northeast Delta Human Services Authority
- u. Northwest Louisiana Human Services District
- v. Office of Financial Institutions
- w. Office of the State Examiner, Municipal Fire and Police Civil Service
- x. Office of the State Inspector General
- y. Sabine River Authority
- z. South Louisiana Community College
- aa. University of New Orleans

- 25) Request of the Houma-Terrebonne Housing Authority to amend its Rewards and Recognition policy in accordance with 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 REQUEST.**
- 26) Request of the Board of Regents to amend its Optional Pay policy in accordance with 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 REQUEST.**
- 27) Request of the University of Louisiana at Monroe to amend its Rewards and Recognition policy in accordance with 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 REQUEST.**
- 28) Request of Southwest Louisiana Technical Community College to establish an Optional Pay policy in accordance with 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 REQUEST.**
- 29) Request of Louisiana State University Agricultural Center to amend its Rewards and Recognition Policy in accordance with Civil Service Rule 6.16.1, effective June 6, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 30) Request of Lafourche Basin Levee District to amend its Rewards and Recognition policy in accordance with 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 REQUEST.**
- 31) Request of Louisiana Workforce Commission to amend its Optional Pay Policy in accordance with 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 REQUEST.**
- 32) Request of the Division of Administration to exempt from the classified service sixteen (16) positions in accordance with State Civil Service Rule 4.1(d)2, effective June 6, 2018 through June 5, 2022. (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 JUNE 6, 2018 THROUGH OCTOBER 12, 2018.**

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A REQUEST OF THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS, CORRECTIONS SERVICES TO AMEND ITS OPTIONAL PAY POLICY IN ACCORDANCE WITH STATE CIVIL SERVICE RULE 6.16.2, EFFECTIVE JULY 1, 2018.

- 33) Request of the Department of Public Safety and Corrections, Corrections Services to amend its Optional Pay policy in accordance with 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 REQUEST.**
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- Director's Report **Byron P. Decoteau, Jr., Director**
 - ***Director Decoteau informed the Commission that he raised the pay levels of all job titles in the Engineering Series, after completing the Engineering Series Job Assessment, in accordance with Chapter 19 Transition Rules.***
 - ***Reminded the HR Community of the Quarterly Meeting at 1:00 P.M. today.***
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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 AND PERSONNEL MATTERS.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 11:37 A.M.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA A MOTION TO ADD WRITTEN CHARGES AGAINST THE STATE EXAMINER ROBERT LAWRENCE.

AFTER RECEIVING COMMENTS FROM STATE EXAMINER ROBERT LAWRENCE, ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE MOTION TO ISSUE WRITTEN CHARGES AGAINST THE STATE EXAMINER ROBERT LAWRENCE.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:42 A.M. ON WEDNESDAY, JUNE 6, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN