



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

### AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, JULY 11, 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 9:04 A.M. ON WEDNESDAY, JULY 11, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN AND JO ANN NIXON. COMMISSIONER RONALD CARRERE WAS ABSENT.**

- Opportunity for Public Comment (No Attachment) **COMMENTS RECEIVED FROM:**

- **ROBERT LAWRENCE**
- **ED PARKER**
- **KAREN MYERS**
- **MARK FALCON**
- **SECRETARY JAMES M. LEBLANC**

**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 Louisiana Department of Health – Medical Vendor Administration to extend the authority to exempt from the classified service, sixty-five (65) positions in accordance with State Civil Service Rule 4.1(d)2, effective July 15, 2018 through July 14, 2021. (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 Louisiana School Employees' Retirement System to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2018 through September 2, 2022. (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 Louisiana School Employees' Retirement System to extend authority to exempt from the classified service, one (1) Chief Investment Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2018 through September 2, 2022. (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 Board of Tax Appeals to extend authority to exempt from the classified service, one (1) Confidential Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective July 21, 2018 through July 20, 2022. (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 Public Safety and Corrections, Public Safety Services – Office of State Police to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 11, 2018 through July 10, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) ~~WITHDRAWN Request of the Southeast Louisiana Flood Protection Authority – East to extend authority to exempt from the classified service, two (2) positions, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2018 through September 2, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)~~
- 7) Request of Louisiana Tech University to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 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 Lake Charles Housing Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (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 State - Secretary of State to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (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 Louisiana Department of Health to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 11) Request of the Merryville Housing Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of Central Louisiana Technical Community College to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 2018. (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 Louisiana State University at Shreveport to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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 Southeast Louisiana Flood Protection Authority - East to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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 Southeast Louisiana Flood Protection Authority - West to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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 Board of Tax Appeals to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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) Request of Jefferson Parish Human Services Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 2018. (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 and Corrections, Corrections Services to establish a Special Entrance Rate policy for Corrections job titles under the provisions of State Civil Service Rule 6.5(b), effective July 11, 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) Request of the Department of Culture, Recreation and Tourism to amend its Crisis Leave Pool policy, in accordance with State Civil Service Rule 11.34, effective July 11, 2018. (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 Department of Natural Resources – Office of Conservation, in accordance with State Civil Service Rule 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, 2018 through July 31, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 21) Request of the Louisiana Department of Health to grant exempt employees overtime compensation at the time and one-half rate, in accordance with State Civil Service Rule 21.9(d), for overtime earned while performing assigned disaster related duties. (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 JULY 11, 2018 THROUGH JULY 10, 2019.**
- 22) WITHDRAWN
- 23) WITHDRAWN
- 24) Consideration of the Minutes of the Commission Meeting held on June 6, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 25) Monthly Contract Review Report **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MAY 21, 2018 THROUGH JUNE 24, 2018.**
- 26) Consideration of a motion to go into Executive Session to conduct the annual Performance Evaluation of the State Civil Service Director. (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONDUCT THE ANNUAL PERFORMANCE EVALUATION OF THE STATE CIVIL SERVICE DIRECTOR; TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS; AND TO DISCUSS A PROVISIONAL APPOINTMENT TO THE POSITION OF STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE.**
- 27) Consideration of a motion to Approve Fiscal Year 2017-2018 Performance Evaluation of the: (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE FISCAL YEAR 2017-2018 PERFORMANCE EVALUATION OF THE STATE CIVIL SERVICE DIRECTOR.**
  - **State Civil Service Director**

- 28) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2018-2019 Performance Planning session, 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 2018-2019 OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**
- **State Civil Service Director**
  - **State Examiner of the Municipal Fire and Police Civil Service**
- 29) WITHDRAWN
- 30) Request of Louisiana State University Health Sciences Center at Shreveport to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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 Southern University and A & M College System to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 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 Department of Children and Family Services to amend its Special Entrance Rate policy in accordance with State Civil Service 6.5(b), effective July 26, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 33) Request of the Office of Alcohol and Tobacco Control (ATC), in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt ATC law enforcement personnel at the time and one-half rate, effective July 1, 2018 through June 30, 2020. (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 YEAR, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2019.**
- 34) Request of the Louisiana State University Health Sciences Center at Shreveport to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 35) Consideration of a motion to dismiss written charges filed on June 6, 2018, against Mr. Robert Lawrence, with prejudice. **AFTER RECEIVING PUBLIC COMMENTS FROM MR. ROBERT LAWRENCE, THE COMMISSION GRANTED THE REQUEST.**
- 36) Request of the Ethics Administration to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 11, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 37) Request of the Louisiana State Board of Nursing to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 11, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 38) Request of Southeastern Louisiana University to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1 and its Payment for Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective July 11, 2018. (Representative of the agency to

sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 39) Request of the Department of Wildlife and Fisheries to establish 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.**

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- Director's Report ***Byron P. Decoteau, Jr., Director***
    - ***Director Decoteau informed the Commission that he granted approval to the Metropolitan Human Services District for a 6.5(g) hire rate above the mid-point of the range for Mr. Kenneth Chaney, in accordance with State Civil Service Chapter 19 Transitional Rules.***
    - ***Director Decoteau informed the Commission that July 1<sup>st</sup> was the date the new Compensation System became effective and that there were no requests for exceptions from Market Adjustments requested. On July 15<sup>th</sup> all agencies will have to pay Market Adjustments.***
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- Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and discuss a provisional appointment to the position of State Examiner of the Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) ***[DONE IN CONJUNCTION WITH THE MOTIONS PASSED ON ITEM #26.]***
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**THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 10:58 A.M.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD TO THE AGENDA, A MOTION TO CONSIDER THE PROVISIONAL APPOINTMENT TO THE POSITION OF STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE.**

**AFTER PROVIDING AN OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NONE, ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY PASSED; THE COMMISSION APPOINTED TOBY COMEAUX TO SERVE AS THE PROVISIONAL APPOINTMENT TO THE POSITION OF STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE.**

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:02 A.M. ON WEDNESDAY, JULY 11, 2018.**

**RESPECTFULLY SUBMITTED,**

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

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**DAVID DUPLANTIER, CHAIRMAN**