



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

TUESDAY, SEPTEMBER 18, 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 9:10 A.M. ON TUESDAY, SEPTEMBER 18, 2018. 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 the Classification and Pay Plan. (Details contained in General Circular 2018-022) **Re-announced in General Circular 2018-024 - THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS.**

ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSAL FOR EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL WITH THE EFFECTIVE DATE TO BE NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; APPROVED THE PAY PLAN PROPOSAL FOR EXHIBIT B AND RATIFIED THE EFFECTIVE DATE OF JULY 13, 2018.

- 2) 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.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Louisiana State Board of Medical Examiners to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2018 through November 4, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION DENIED THE REQUEST BY A VOTE OF 4-3. (COMMISSIONERS NIXON, MCLURE, HUGHES & DUPLANTIER OPPOSED.)**
- 4) Request of the Louisiana Housing Corporation for an exception to State Civil Service Rule 6.5(g), for authority to hire Chris Dunn at the rate of \$2,629.60 biweekly due to extraordinary qualifications, effective September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE SEPTEMBER 18, 2018.**

- 5) Request of the Department of State, Secretary of State to amend its Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective September 5, 2018. (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 Louisiana Department of Health, Office of Behavioral Health – Central Louisiana State Hospital to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective September 5, 2018. (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 Revenue to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 5, 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 Southeast Louisiana Flood Protection Authority - West to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 5, 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 Public Safety to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 5, 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 Department of State, Jefferson Parish Registrar of Voters, to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 5, 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 Department of Public Safety for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 560 hours to be worked within the 12-month appointment period for Demetria Williams, a Classified WAE Motor Vehicle Compliance Analyst 1, effective September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)~~
WITHDRAWN
- 12) Request of the Louisiana Department of Health, Office of Aging and Adult Services to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AND RESCINDED THE RECRUITMENT AND RETENTION PREMIUM POLICY FOR THE ADULT PROTECTION SPECIALIST TITLES APPROVED DECEMBER 11, 2013, AS RECOMMENDED.**
- 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 September 5, 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 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 5, 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 Louisiana Department of Health, Office of Behavioral Health -- Eastern Louisiana Mental Health System to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a)

effective September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AND REPEALED THE AGENCY'S PREMIUM PAY POLICIES FOR CERTIFICATIONS, AS RECOMMENDED.**

- 16) 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 September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AND REPEALED THE AGENCY'S PREMIUM PAY POLICIES FOR CERTIFICATIONS, AS RECOMMENDED.**
- 17) Consideration of the Minutes of the Commission Meeting held on July 11, 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 JUNE 25, 2018 THROUGH AUGUST 16, 2018.**
- 19) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Metropolitan Human Services District
 - Northwestern State University
 - Central Louisiana Human Services District
 - Dixon Correctional Institute
 - Pinecrest Supports and Services Center
 - Department of Children and Family Services(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 20) Request of the Louisiana State University A&M, Baton Rouge Campus to appear before the Commission to request approval to amend a contract to outsource all Mail Services. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST TO AMEND THE CONTRACT TO OUTSOURCE ALL MAIL SERVICES BY A VOTE OF 5-2. (COMMISSIONERS FREMIN & CARRERE OPPOSED.)**
- 21) Request of the Department of State, Secretary of State to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 5, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE SEPTEMBER 5, 2018 THROUGH SEPTEMBER 4, 2022 AS RECOMMENDED.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - **State Civil Service will be sending letters in October to Loyola and Louisiana College regarding the expiring appointments of Chairman Duplantier and Commissioner McLure in December.**
 - **State Civil Service is hosting a Workforce Summit on October 24th in Baton Rouge. Commissioners are welcome to attend. Limited spots are still available for individual HR Professionals in the community. Those wishing to sign up for this event, please contact Melinda Robert.**
 - **State Civil Service is currently discussing the following matters within the Department:**

- *Analysis of Performance Management System.*
- *Analysis of Staffing Procedures.*

- *Director Decoteau requests permission from the Commission to proceed with a rule promulgation to amend State Civil Service Rule 22.8, stemming from the Governor's Executive Order on the SAME Taskforce (State as a Model Employee).*
 - *The Commission granted permission to proceed*

- *Director Decoteau announced Commissioner Griffin's birthday is tomorrow and wished him Happy Birthday.*

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- **Consideration of a motion to *recess / adjourn* for Executive Session to discuss possible litigation matters. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION RECESSED FOR EXECUTIVE SESSION TO DISCUSS POSSIBLE LITIGATION AND OTHER MATTERS BEFORE THE COMMISSION.**
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THE STATE CIVIL SERVICE COMMISSION RECONVENED EXECUTIVE SESSION AT 1:08 P.M. ON TUESDAY, SEPTEMBER 18, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, RONALD CARRERE AND JO ANN NIXON. COMMISSIONER C. PETE FREMIN WAS ABSENT.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD AN ITEM TO THE AGENDA.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION WITHDREW TOBY COMEAUX AS THE PROVISIONAL STATE EXAMINER AND APPOINTED ADRIENNE BORDELON AS THE PROVISIONAL STATE EXAMINER AND DEFERRED ALL PAY ISSUES TO THE CHAIRMAN.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 1:11 P.M. ON TUESDAY, SEPTEMBER 18, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN