



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, DECEMBER 5, 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 9:17 A.M. ON WEDNESDAY, DECEMBER 5, 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 No. 2018-034 & 2018-037)
 - Formal Presentation of Proposed Exhibits
 - Public Comments – **ED PARKER - AFSCME**

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 PROPOSALS FOR EXHIBITS A AND B, BEING CONTINGENT UPON GOVERNOR'S APPROVAL WITH THE EFFECTIVE DATE TO BE NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 2) Resolution to direct the Director of the Department of State Civil Service to inform members of the Louisiana Legislature of the effect of R.S. 40:1667.1A(2) and to assist the Louisiana Legislature in any manner it sees fit. **THE COMMISSION ADOPTED THE RESOLUTION.**
- 3) Request of the Teachers Retirement System of Louisiana to extend authority to exempt from classified service, one (1) Director position, in accordance with Civil Service Rule 4.1(d)2, effective February 4, 2019 through February 3, 2023. (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 Office of Juvenile Justice for authority to exempt from classified service, two (2) Instructor positions, in accordance with Civil Service Rule 4.1(d)2, effective December 5, 2018 through December 4, 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 Lake Charles Housing Authority to an Optional Pay policy in accordance with Civil Service Rule 6.16.2, effective December 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 Housing Authority of the City of Shreveport to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective December 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 Office of State Examiner to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective December 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 Office of State Examiner to establish a Perquisites policy in accordance with Civil Service Rule 6.3.1, effective December 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 Revenue to amend its Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective December 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 Revenue to amend its Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective December 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 Louisiana Department of Health, Office for Citizens with Developmental Disabilities to amend its Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective December 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.**
- 12) Request of the Department of Veterans Affairs to amend its Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective December 17, 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) Consideration of the Minutes of the Commission Meeting held on November 7, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 14) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF OCTOBER 22, 2018 THROUGH NOVEMBER 18, 2018.**
- 15) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana Workforce Commission
 - Acadiana Area Human Services District(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 16) Request of the Louisiana Department of Health – Pinecrest Supports and Services Center for authority under the provisions of Civil Service Rule 21.9(d) to continue compensating employees in FLSA Exempt Registered Nurse 3 (RN3) job titles at the time and one-half rate for performed overtime 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.**
- 17) Request of the Department of Public Safety – Office of State Police under the provisions of Civil Service Rule 23.5(a), for an extension of a job appointment for Hillary Browning, Training and Development Specialist 3, to be effective December 8, 2018 through September 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.**
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- Director's Report *Byron P. Decoteau, Jr., Director*
 - *Announced a reminder of the Quarterly HR Community meeting will be at 1:00 P.M. today in the Louisiana Purchase Room.*
 - *Provided the Commission with the Annual Report for Fiscal Year 2017/2018 and announced that this report will be on the State Civil Service website later today.*
 - *Informed the Commission of the Department's progress of updating the Sexual Harassment Training Course that is on schedule and will be ready for release on January 1, 2019.*
 - *Obtained Commission agreement to promulgate changes to Chapter 13 of the Civil Service Rules pertaining to Appeals and set for public hearing at the January and/or February 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 and Personnel Matters. (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.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:58 A.M. ON WEDNESDAY, DECEMBER 5, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN