



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 5, 2019
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 9:16 a.m. on Wednesday, June 5, 2019. Present were Chairman David Duplantier, Vice-Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., C. Pete Fremin, G. Lee Griffin, John McLure and Jo Ann Nixon.

- 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) Consideration of the Minutes of the Commission meeting held on May 1, 2019. **The Commission unanimously approved the minutes as written.**
- 2) Public Hearing to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2019-019). **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 unanimously passed; the Commission approved the pay plan proposals for Exhibits A & B, being contingent upon the Governor's approval and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval; unanimously approved Exhibits C & D being contingent upon the Governor's approval and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval.

- 3) Request of the Department of Natural Resources to amend a Special Entrance Rate Policy under the provisions of State Civil Service Rule 6.5(b), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, contingent upon the Governor's approval of agenda item number 2 and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval.**
- 4) Request of the Department of Natural Resources to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, contingent upon the Governor's approval of agenda item number 2 and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval.**

- 5) Request of the Department of Natural Resources-Office of Conservation to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2019 through July 31, 2020. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, effective June 5, 2019 through July 31, 2020.**
- 6) Request of the Louisiana Housing Corporation to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 7) Request of McNeese State University to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of the Office of State Examiner to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of the Department of Transportation and Development to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 10) Request of the Louisiana State Racing Commission to establish a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 11) Request of the Coastal Protection and Restoration Authority to extend authority to exempt from the classified service, three (3) NRDA Attorneys, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2019 through October 4, 2023. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 12) Request of the Department of Culture, Recreation and Tourism-Office of State Parks to extend authority to exempt from the classified service, five (5) positions in accordance with State Civil Service Rule 4.1(d)2, effective June 14, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 13) Request of the Louisiana Secretary of State, Department of State to exempt from the classified service one (1) Liaison Officer position in accordance with State Civil Service Rule 4.1(d)2, effective June 5, 2019 through June 4, 2023. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, effective June 5, 2019 through June 4, 2020.**
- 14) 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, 2019 through June 30, 2020. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of the Louisiana Department of Health, Office of Public Health for an Individual Pay Adjustment in the amount of \$271.20 biweekly for Michelle McCarthy, Public Health Laboratory Scientist Manager, in accordance with State Civil Service Rule 6.16(c), effective April 22, 2019. (Representative of the agency

to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 16) WITHDRAWN
- 17) Request of the Louisiana Department of Health, Office for Citizens with Developmental Disabilities-Pinecrest Supports and Services Center to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 18) Request of the Louisiana Department of Health, Office for Citizens with Developmental Disabilities-Pinecrest Support and Services Center to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 19) Request of Louisiana State University and A&M College to amend a Premium Pay policy for their Police Department in accordance with State Civil Service Rule 6.16(a) effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 20) Request of Louisiana State University and A&M College to establish a Premium Pay policy for the Police Officer 1-A, 2-A and 3-A job titles under the provisions of State Civil Service Rule 6.16(a), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 21) Request of the Department of Public Safety-Office of State Police to establish a Special Entrance Rate policy, in accordance with State Civil Service Rule 6.5(b), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 22) Request of the Louisiana State University A&M College to establish a Special Entrance Rate Policy for the commissioned Police Officer 1-A, 2-A & 3-A job titles under the provisions of State Civil Service Rule 6.5(b), effective June 5, 2019. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 23) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the Department for the period of April 22, 2019 through May 21, 2019.**
- 24) Report on Human Resource Evaluation Reports Issued
 - David Wade Correctional Center
 - Department of Culture, Recreation and Tourism
 - Department of Insurance
 - South Central Louisiana Human Services Authority(Appearance by Melinda Robert) **Melinda Robert presented the reports to the Commission.**
- 25) **10:00 a.m.** Public Hearing of the appeal of **Alisa Grison vs. Housing Authority of St. Charles Parish, Docket No. S-18439-R.** Rowena Jones is representing the employee; Don Paul Landry is representing the agency. **The Commission reconvened from Executive Session at 10:37 a.m. to hear the appeal of Alisa Grison vs. Housing Authority of St. Charles Parish, Docket No. S-18439-R.**

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- Director's Report: Byron P. Decoteau, Jr.

Director Decoteau reminded the audience the HR Community Meeting scheduled for June 5, 2019 at 1:00 p.m. was canceled.

- **Consideration of a motion to recess/adjourn for Executive Session to consider personnel matters. (All Commissioners to verbally vote.) On motion duly made, seconded, and unanimously passed;**

The Commission recessed at 10:05 a.m. for executive session to consider personnel matters.

The Commission reconvened from Executive Session at 10:37 a.m. to hear the appeal of *Alisa Grison vs. Housing Authority of St. Charles Parish*, Docket No. S-18439-R.

The Commission recessed at 12:40 p.m.

The Commission reconvened at 1:02 p.m. to continue the appeal of *Alisa Grison vs. Housing Authority of St. Charles Parish*, Docket No. S-18439-R.

There being no further business, the Commission adjourned to Executive Session to discuss matters before the Commission at 1:22 p.m. on June 5, 2019.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman