



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, SEPTEMBER 4, 2019  
9 A.M.

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LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:08 a.m. on Wednesday, September 4, 2019. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners G. Lee Griffin and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., C. Pete Fremin and John McLure were absent.

- 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 July 10, 2019. **The Commission unanimously approved the minutes as written.**
- 2) WITHDRAWN
- 3) Request of Jonesboro Housing Authority to establish their Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 4) Request of the Department of Public Safety and Corrections - Corrections Services to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 1, 2020. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 5) Request of the Department of Public Safety-Office of Motor Vehicles to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 26, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 6) Request of the Department of State, Secretary of State to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 7) Request of the Department of Transportation and Development to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a). (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of Louisiana Tech University to establish a Premium Pay policy for their Police Department in accordance with Civil Service Rule 6.16(a), effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of State Civil Service to ratify the Director's interim approval for authority for the Department of Natural Resources to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective August 12, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 10) Request of the Jonesboro Housing Authority to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 11) Request of the Department of State, Secretary of State for an Individual Pay Adjustment in the amount of \$473.02 biweekly for Bridget Kovacs, Information Technology Technical Support Manager, in accordance with State Civil Service Rule 6.16(c), effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 12) Request of New Orleans City Park for an exemption to the 1245-hour limitation for those employees appointed to positions approved under State Civil Service Rule 4.1(d)1. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, effective October 7, 2019 through October 6, 2021.**
- 13) Request of the Department of Education to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2019 through September 3, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, effective September 4, 2019 through November 5, 2021.**
- 14) Request of the Department of Insurance to extend authority to exempt from the classified service one (1) Assistant Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2019 through September 1, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of Florida Parishes Human Services Authority to extend authority to exempt from the classified service, three (3) Psychiatric Mental Health Nurse Practitioner positions, in accordance with State Civil Service Rule 4.1(d)2, effective October 7, 2019 through February 5, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 16) Request of the Louisiana Housing Corporation to extend authority to exempt from the classified service, one (1) Policy Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 31, 2019 through October 30, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 17) Request of State Civil Service to ratify the Director's interim approval for authority for the Louisiana Workforce Commission to pay all non-exempt and exempt Emergency Support Function Workers at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective July 1, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, with an end date of June 30, 2024.**
- 18) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the Department for the period of June 26, 2019 through August 16, 2019.**
- 19) Report on Human Resource Evaluation Reports Issued **Melinda Robert presented the reports to the Commission.**  
(Appearance by Melinda Robert)
  - Lallie Kemp Regional Medical Center
  - Capital Area Human Services Authority
  - University of Louisiana at Lafayette
  - Jefferson Parish Human Services Authority
  - Louisiana Department of State
- 20) Request of the Louisiana Housing Corporation to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 9, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 21) Request of the Louisiana Department of Health, Office of Public Health to exempt from the classified service one (1) Specialist in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, effective September 4, 2019 through September 3, 2023.**
- 22) Request of the Department of Children and Family Services to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 23, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

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

The National Association of State Personnel Executives (NASPE) recently presented Louisiana State Civil Service with the 2019 Eva N. Santos Communication Award. The department received the award for the "Every Day for Every Citizen-A Louisiana Pop-Up Video", which follows the morning routine of a Louisiana citizen, depicting how she encounters numerous services provided by multiple State Agencies and how those services impact and enrich our lives daily.

Director Decoteau announced that he has been re-elected President of the National Association of State Personnel Executives for a second term.

The Civil Service Restructuring has been met with positive initial feedback from agencies. Director Decoteau plans to meet with Appointing Authorities in the next few months. Also, he expressed appreciation to the Human Resources community for their support of the new structure.

The department is currently working to identify ways to better help agencies find the best candidates for jobs. There may be a discussion in the next few months regarding the qualification process.

The Accountability Division has been renamed the Compliance and Audit Division, shifting its focus from a Human Resources Program Audit to an audit of compliance with State Civil Service Rules. An informational video of the changes agencies can expect can be found on the department's website: [www.civilservice.la.gov](http://www.civilservice.la.gov). Director Decoteau expressed his appreciation to Melinda Robert, Compliance and Audit Administrator, Lanee Brown, Assistant Compliance and Audit Administrator, and the Audit staff for their input and dedication.

State Civil Service Annual Reports will be presented at the October 2019 Commission meeting.

The department is exploring new ways to conduct the quarterly Human Resources Community Meetings. In addition to hosting the meetings in the Louisiana Purchase room, options include webinars and on-site meetings.

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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 adjourn for executive session to consider review of Civil Service Appeals.
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There being no further business, the meeting adjourned at 10:00a.m. on September 4, 2019.

Respectfully submitted,

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**Byron P. Decoteau, Jr., Director**

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**David Duplantier, Chairman**