



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, OCTOBER 2, 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 9:21 a.m. on Wednesday, October 2, 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)

Gail Wallace requested to address the State Civil Service Commission to hear her appeal in accordance with State Civil Service Rule 13.10(a), 13.10(c), and 2.9(f). State Civil Service General Counsel Sherri Gregoire explained that Ms. Wallace has exhausted all remedies and no relief is available. The Commission declined to take up the matter.

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 September 4, 2019. **The Commission unanimously approved the minutes as written.**
- 2) Request from the Louisiana Judicial College to appoint Michael Schachtman to serve as the Louisiana Judicial College's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 3) Request of the Department of Transportation and Development to amend an Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective October 2, 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 Ethics Administration to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective October 2, 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.**
- 5) Request of the Thrive Academy to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 2, 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 Louisiana State University and A&M College to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective October 2, 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 Jefferson Parish Human Services Authority (JPHSA) to amend a Crisis Leave Pool Policy in accordance with State Civil Service Rule 11.34, effective October 2, 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.**
- 8) Request of the Port of South Louisiana to extend authority to exempt from the classified service, one (1) Airport Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2019 through October 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.**
- 9) Request of the Louisiana Department of Health (LDH) to compensate exempt employees performing assigned disaster-related duties at the time and one-half rate for overtime hours worked in accordance with State Civil Service Rule 21.9(d), effective July 11, 2019 through July 10, 2024. (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 Louisiana Department of Revenue to reappoint one (1) Classified WAE incumbent, Kaila Kelly, who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective October 8, 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 Louisiana Department of Health (LDH), Medical Vendor Administration (MVA) to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective October 2, 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 the Southeast Louisiana Flood Protection Authority-East to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective October 2, 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.**
- 13) Request from the Department of State Civil Service to extend ongoing delegated authority to the State Civil Service Director to grant exceptions to Civil Service Rule 6.5(c), effective November 6, 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 contingent upon the Commission continuing to receive quarterly reports.**
- 14) Request from the Department of State Civil Service to extend ongoing delegated authority to the State Civil Service Director to grant exceptions to Civil Service Rule 6.5(g). (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request contingent upon the Commission continuing to receive quarterly reports.**
- 15) Report on State Civil Service Rule 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the Commission that 11 total exceptions under State Civil Service Rule 6.5(c) and 6.5(g) were granted between July 2, 2019 through September 23, 2019.**
- 16) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of August 16, 2019 through September 24, 2019.**

- 17) Report on Human Resource Evaluation Reports Issued Melinda Robert presented the reports to the Commission.
(Appearance by Melinda Robert)
- Metropolitan Human Services District
 - Villa Feliciana Medical Complex
 - East Baton Rouge Parish Housing Authority
- 18) Request of Louisiana State University and A&M College to amend the Premium Pay policy for their Nuisance positions in the Department of Facility Services in accordance with State Civil Service Rule 6.16(a), effective October 2, 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.
- 19) Request of the Department of Children and Family Services to exempt from the classified service five (5) Project Coordinators in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 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 October 2, 2019 through April 4, 2021.
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- Director's Report: Byron P. Decoteau, Jr.

The International Public Management Association for Human Resources recently presented Louisiana State Civil Service with the 2019 Agency Award of Excellence. The department was recognized for its exemplary contributions to the efficiency and effectiveness of public sector Human Resources Management, specifically, the Compensation Redesign Initiative and Competency-Based Performance Consulting. As part of the award presentation SCS was asked to create a short video highlighting our department, which was played during the Commission meeting.

Director Decoteau presented the FY 18-19 Market Adjustment report.

Director Decoteau presented the following reports:

- 2019 Annual Pay Plan Report
- FY 18-19 State of Louisiana Annual Turnover Report
- FY 18-19 Annual Pay Reporting
- SCS Annual Report

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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.
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There being no further business, the meeting adjourned at 10:53 a.m. on Wednesday, October 2, 2019.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman