



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, NOVEMBER 6, 2019  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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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 9:23 a.m. on Wednesday, November 6, 2019. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Curtis "Pete" Fremin, 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 October 2, 2019. **The Commission approved the minutes as written.**
- 2) Request of **Bossier Parish Community College** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 6, 2019. **The Commission granted the request.**
- 3) Request of the **Greater Baton Rouge Port Commission** 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 December 1, 2019 through November 30, 2023. **The Commission granted the request.**
- 4) Request of the **Louisiana Department of Health (LDH)-Office of Citizens with Developmental Disabilities (OCDD)-Pinecrest Supports and Services Center** to extend authority to exempt from the classified service two (2) Interpreter positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 9, 2019 through April 4, 2021. **The Commission granted the request.**
- 5) Request of the **Baton Rouge Community College** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 6, 2019. **The Commission granted the request.**
- 6) Request of **Minden Housing Authority** to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 6, 2019. **The Commission granted the request.**
- 7) Request of the **Louisiana Department of Health, Office of Behavioral Health-Eastern Louisiana Mental Health System** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective November 6, 2019. **The Commission granted the request.**

- 8) Request of the **Louisiana Department of Agriculture and Forestry** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective October 2, 2019. **The Commission granted the request.**
- 9) Request of the **University of Louisiana Lafayette** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a) effective November 16, 2019. **The Commission granted the request.**
- 10) Request of **State Civil Service** to grant an Individual Pay Adjustment in the amount of \$27.20 biweekly for Chrystal Brown, Procurement Specialist 2, in accordance with State Civil Service Rule 6.16(c), effective November 6, 2019. **The Commission granted the request.**
- 11) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of September 24, 2019 through October 25, 2019.**
- 12) Report on **Human Resource Evaluation Reports** Issued  
(Appearance by Melinda Robert)
  - Department of Public Safety & Corrections—Public Safety Services
  - Louisiana Department of Health**Melinda Robert presented the reports to the Commission.**
- 13) Request of the **Department of Veterans Affairs (DVA)** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective November 18, 2019. **The Commission granted the request.**
- 14) Request of the **Department of State Civil Service** for authority under the provisions of Civil Service Rule 4.1(d)1, to allow incumbents appointed to a 4.1(d)1 Security Officer position that is filled with off-duty East Baton Rouge Sheriff's Deputies on a rotating basis to provide security in state buildings, to work up to 2080 hours in a 12 month appointment period, effective December 7, 2019 through December 6, 2021. **The Commission granted the request by a vote of 5 to 1. Commissioner Hughes opposed.**

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- Director's Report: Byron P. Decoteau, Jr.
    - **Director Decoteau reminded the Commission of correspondence they recently received regarding amending Civil Service Rule 22.8(c) to include a masters degree. Currently, the rule provides that an applicant who meets the Minimum Qualifications and has obtained a baccalaureate degree from an accredited college or university with an overall grade-point average (GPA) of 3.5 or higher, as verified by official transcript, may be appointed by probational appointment or job appointment without taking any Director administered test normally required provided that the job to which he is appointed is a professional level job for which possession of the baccalaureate degree alone is sufficient to meet the Minimum Qualifications or a professional level job at the experienced or advanced level requiring up to, but not more than three years of professional level experience beyond the degree.**

**The Commission encouraged the Department to look into rule modification to allow for the inclusion of a masters degree. The Director was given the authority to promulgate any necessary rules as needed.**

- **Director Decoteau announced that Brandy Malatesta, Chief Operating Officer, has accepted a job with the State of Colorado. Director Decoteau and Chairman Duplantier thanked Ms. Malatesta for her years of dedicated service to the department and wished her the very best.**

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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 10:10 a.m. on November 6, 2019.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman