



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MARCH 4, 2020
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

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, March 4, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Curtis “Pete” Fremin, G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner Ronald Carrere, Jr. was 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 February 5, 2020. **The Commission unanimously approved the minutes as written.**
- 2) Request from **International Public Management Association for Human Resources (IPMA-HR)—Louisiana Chapter** to appoint Lilibeth Lavinghouse to serve as the Non-Profit Public Interest Organization appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. **The Commission unanimously granted the request.**
- 3) Request of **Florida Parishes Human Services Authority** to exempt from the classified service, one (1) Nurse Registered position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2020 through February 5, 2023. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Public Safety – Office of State Fire Marshal** to exempt from the classified service one (1) Emergency Medical Training Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2020 through March 3, 2024. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Public Safety – Office of State Police** to exempt from the classified service one (1) Statewide Coordinator position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2020 through March 3, 2023. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Department of Agriculture and Forestry** to exempt from the classified service one (1) Deputy Chief of Staff in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2020 through March 3, 2024. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Public Safety & Corrections – Corrections Services** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 4, 2020. **The Commission unanimously granted the request.**

- 8) Request of the **Louisiana State University Health Sciences Center-New Orleans (LSU-HSC NO)** to reappoint one (1) Classified WAE incumbent, Amy Guidry, who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective March 4, 2020. **The Commission unanimously granted the request.**
- 9) Monthly Contract Review Report **Director Decoteau** provided a summary of contracts reviewed by the department for the period of January 25, 2020 through February 26, 2020.
- 10) Compliance and Audit Division Quarterly Reports Presentation **Melinda Robert** presented the report to the Commission.
- 11) Request from the **Louisiana Department of Health** to exempt from the classified service, one (1) Medicaid Director position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2020 to March 3, 2024. **The Commission unanimously granted the request.**
- 12) Request of **State Civil Service** to establish Special Entrance Rates in accordance with State Civil Service Rule 6.5(b), effective March 4, 2020. **The Commission unanimously granted the request.**
- **Director's Report**
Director Decoteau informed the Commission that a public hearing to amend Civil Service Rule 6.5(g) will be held on Wednesday, April 1, 2020, at 9:00 a.m. in the Louisiana Purchase Room. The current rule allows for probational and permanent employees to be adjusted when an employee is hired under 6.5(g). The proposed rule would allow employees on a job appointment also to be adjusted. Details can be found in [General Circular Number 2020-007](#).

The 2020 Regular Legislative Session begins March 9, 2020 and concludes June 1, 2020. The Department is monitoring the following legislation and will update the Commission as the bills move through the legislative process.

- HB 161: a Constitutional Amendment that provides for the establishment of uniform leave policies by law
- HB 475: provides relative to family and parental leave for state employees
- HB 188: a Constitutional Amendment that provides for an exception to the prohibition on political activity by members of civil service systems
- HB 101, HB 102 and HB 414: provides relative to the civil service status of employees of the East Baton Rouge Parish Housing Authority, Housing Authority of the City of Shreveport and the Monroe Housing Authority, respectively
- Numerous minimum wage bills
- HB 633: provides for the mandatory training in cybersecurity awareness for all state and local employees, officials and contractors
- SB 358: Provides for revisions to the fee structure and oversight on the in-service training and educational programs for state employees by the Department of State Civil Service

State Civil Service is working with the Division of Administration and the Louisiana Department of Health-Office of Public Health regarding the Coronavirus. The department believes that current Civil Service Rules will be able to assist agencies regarding leave. The Governor's Office is taking the lead on the Coronavirus initiative. State Civil Service is prepared to assist if we need to release any information. Internally, the department is working on our continuation of operation plan and will provide the plan to the Commission when updates are complete.

Director Decoteau recognized Roxie Goynes, who will retire from the Department of State Civil Service in May. Ms. Goynes, a Referee in the Appeals Division, has almost 21 years of service with the department. Deputy Director Chris Deer presented Ms. Goynes with a plaque in recognition of her retirement and years of service.

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss 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 review of Civil Service Appeals and Personnel Matters.**

There being no further business, the meeting adjourned at 10:12 a.m. on March 4, 2020.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman