



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, NOVEMBER 4, 2020  
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 9:07 a.m. on Wednesday, November 4, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners C. "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 October 7, 2020. **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. 2020-059)
  - Public Comments

**The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.**

**On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposal for Exhibit A 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 B and C, and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following Commission approval.**

- 3) Request of the **Louisiana Department of Economic Development** to extend the authority to exempt from the classified service forty-two (42) Special Project Officers, in accordance with State Civil Service Rule 4.1(d)2, effective December 15, 2020 through December 14, 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.**
- 4) 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 November 4, 2020 through November 5, 2021. (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 State Fire Marshal** to extend authority to exempt from the classified service one (1) State Fire Marshal Critical Assets Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2020 through November 30, 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.**
- 6) Request of the **Department of Public Safety-Office of State Fire Marshal** to extend authority to exempt from the classified service one (1) State Fire Marshal Deputy Chief Enforcement Field Operations position, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2020 through November 30, 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.**
- 7) Request of the **Department of Public Safety-Office of State Fire Marshal** to extend authority for exemption from the classified service one (1) State Fire Marshal Deputy Chief Special Services and Support position, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2020 through November 30, 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.**
- 8) Request of the **Louisiana State Board of Examiners of Psychologists** to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective November 4, 2020 through November 3, 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.**
- 9) Request of the **Louisiana State Employees' Retirement System** to extend the authority to exempt from the classified service seven (7) positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 2020 through November 1, 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 Health-Office of Public Health** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Tanza Clark, classified WAE Administrative Coordinator 4, to work an additional 900 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective November 4, 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 as recommended by the Department for an additional 835 hours to be worked within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period. This approval does not cover any hours worked over 1,245 prior to this date.**

- 11) Request of the **Louisiana Workforce Commission** for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 172 hours to be worked within the 12-month appointment period for Charlotte Smith, Classified WAE ORS Specialist 4, effective November 4, 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.**
- 12) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of September 29, 2020 through October 21, 2020.**

- **Director’s Report**

Director Decoteau informed the Commission that Governor John Bel Edwards signed the following bills the Department monitored during the 2020 Second Extraordinary Legislative Session:

- **HB 22: Provides relative to the civil service status of employees of the Kenner Housing Authority**
- **SB 26: Removes employees of the Regional Transit Authority from the state system and state civil service.**
- **SB 21: Provides for revisions to the fee structure and oversight of the in-service training and educational programs for state employees by the Department of State Civil Service.**

Commissioner C. “Pete” Fremin announced his upcoming retirement. His last Commission meeting will be December 2, 2020. He expressed his appreciation for the Civil Service Commission and the honor it has been to serve as the elected employee representative.

Director Decoteau will provide the Commission with an update on how to fill the remainder of Commissioner Fremin’s term at the December 2, 2020 Commission meeting.

- **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 Applications for Review of Civil Service Appeals and to discuss Personnel Matters.****

There being no further business, the meeting adjourned at 9:32 a.m. on November 4, 2020.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman