



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, DECEMBER 2, 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

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:10 a.m. on Wednesday, December 2, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., C. "Pete" Fremin, Jr., G. Lee Griffin, 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 November 4, 2020. **The Commission unanimously approved the minutes as written.**
- 2) Request from the **Louisiana Cemetery Board** to establish an Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective December 2, 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.**
- 3) Request of the **Eunice Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 2, 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.**
- 4) Request of the **Division of Administration** to extend their overtime policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective December 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 a one-year period effective December 4, 2020**

through December 3, 2021. The Division of Administration will report on the use of this policy to the State Civil Service Commission at the conclusion of the one-year term.

- 5) Request of the **Department of Culture, Recreation and Tourism** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective December 2, 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.**
 - 6) Request of **State Civil Service** to extend current COVID-19 compensation and classification mechanisms effective January 1, 2021 through June 30, 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.**
 - 7) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of October 22, 2020 through November 23, 2020.**
 - 8) Compliance Audit Quarterly Report Presentation **Melinda Robert presented the report to the Commission.**
- Director's Report

Director Decoteau informed the Commission the Department continues to monitor the federal Families First Coronavirus Response Act that ends December 31, 2020.

Director Decoteau recognized Commissioner C. "Pete" Fremin, Jr. on his upcoming retirement. He presented Commissioner Fremin with a proclamation from Governor John Bel Edwards recognizing Commissioner Fremin's 35 years of employment with the State of Louisiana and his nine years of service on the State Civil Service Commission. Chairman Duplantier presented Commissioner Fremin with a plaque in recognition of his service to the Commission.

- 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 9:51 a.m. on December 2, 2020.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman