



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JANUARY 6, 2021
9:00 A.M.

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 9:24 a.m. on Wednesday, January 6, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, John McLure and Jo Ann Nixon. Commissioner G. Lee Griffin was absent.

Director Byron Decoteau introduced Kristi Folse as the newest member of the State Civil Service Commission. Mrs. Folse will serve as the elected Classified Employee Representative on the Commission.

- Opportunity for Public Comment (No Attachment)

No requests received from the public to address the commission.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) **Election of Officers:** Chairman and Vice Chairman (No Attachment) **The Commission unanimously re-elected Commissioner David Duplantier to serve as Chairman and unanimously re-elected D. Scott Hughes to serve as Vice Chairman.**
- 2) Consideration of the **Minutes** of the Commission meeting held December 2, 2020. **The Commission unanimously approved the minutes as written.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2018-034 and General Circular No. 2020-065)
 - 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 Exhibits A and B 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 C and D, and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following Commission approval.

- 4) Request of the **Department of Children and Family Services** to extend authority to exempt from the classified service, one (1) Director and one (1) Manager, and authority to exempt one (1) new Coordinator position in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2021 through February 3, 2025. (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 Transportation and Development** to extend authority to exempt from the classified service, five (5) positions in their Emergency Operations Section, in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2021 through February 3, 2025. (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 **Louisiana Secretary of State, Department of State** to exempt from the classified service one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective January 6, 2021 through January 5, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **This item was withdrawn.**
- 7) Request of the **Port of New Orleans** to extend authority to exempt from the classified service fifteen (15) positions and authority to exempt three (3) new positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 1, 2021 through January 31, 2025. (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 **Church Point Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective January 6, 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.**
- 9) Request of the **Housing Authority of the City of Natchitoches** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective January 6, 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.**
- 10) Request of the **Louisiana Workforce Commission** to reappoint one (1) classified WAE incumbent, Charlotte Smith, who exceeded 1245 hours during a twelve (12) month appointment period, in accordance with SCS Rule 23.6(a-b), effective January 12, 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.**
- 11) Request of the **Louisiana Department of Health—Office of Public Health** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 6, 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.**

- 12) Request of the **Southeast Louisiana Flood Protection Authority-East (SLFPA-E)** to amend a Premium Pay Policy, in accordance with State Civil Service Rule 6.16(a), effective January 6, 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.**
- 13) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director **Director Decoteau informed the Commission that eleven (11) total exceptions under State Civil Service Rule 6.5(c) and 6.5(g) were granted between October 1, 2020 through December 16, 2020.**
- 14) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of November 24, 2020 through December 28, 2020.**
- 15) **Public Hearing** to consider proposed changes to Chapter 11 of the Civil Service Rules (On an Emergency Basis as detailed in General Circular No. 2020-066).
 - Public Comments

Director Decoteau presented the proposed changes to the Commission and informed them the agency received one public comment through email. After receiving comments from the Director, and providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously amended Civil Service Rules 11.13(a)5, 11.35(b) and 11.35(d) on an emergency basis.

- **Director's Report**

Director Decoteau informed the Commission the Louisiana Legislative Auditor's Office will potentially make recommendations for State Civil Service regarding telework, based on a survey conducted by their office. State Civil Service will work with the Auditor's Office on the recommendations.

- **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 10:22 a.m. on Wednesday, January 6, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman