



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, FEBRUARY 3, 2021
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 9:14 a.m. on Wednesday, February 3, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, 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 January 6, 2021. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Lake Charles Harbor and Terminal District** to establish an Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective February 3, 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.**
- 3) Request of the **DeQuincy Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 3, 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.**

- 4) Request of the **Minden Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 3, 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 Children and Family Services** to extend authority to exempt from the classified service, one (1) Legislative Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective March 11, 2021 through March 10, 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 **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 February 3, 2021 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.**
- 7) 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 February 3, 2021 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.**
- 8) 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 February 3, 2021 through February 2, 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.**
- 9) Request of the **New Orleans City Park** to extend authority to exempt from the classified service, one hundred forty-seven (147) positions and request authority to exempt from the classified service, two (2) new positions in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2021, through June 30, 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 to extend authority to exempt from the classified service, one hundred forty-seven (147) positions effective July 1, 2021 through June 30, 2025. The Commission unanimously granted the request to exempt from the classified service two (2) new positions effective February 3, 2021 through June 30, 2025.**
- 10) Request of the **Louisiana Department of Health (LDH)—Office of Behavioral Health (OBH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Program Assistant positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective February 3, 2021 through August 16, 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 **New Orleans City Park** for an exemption to the 1245-hour limitation for those employees appointed to positions approved under State Civil Service Rule 4.1(d)1 and for authority to reappoint individuals who have exceeded the 1245 hours in the current 12-month appointment period. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**
- 12) WITHDRAWN
- 13) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of December 28, 2020 through January 20, 2021.**

- 14) **10:00 a.m.** Public Investigation of **Vanessa Caston Lafleur (Byron P. Decoteau, Jr., Complainant) Docket No. I-18687**. Edmond Jordan is representing the respondent; and Sherri Gregoire is representing the complainant. **The Commission reconvened from Executive Session at 10:20 a.m. to hear the Public Investigation of Vanessa Caston Lafleur. The Public Investigation was heard and taken under advisement.**
 - 15) Request of the **Department of Public Safety and Corrections—Corrections Services** to extend authority to exempt from the classified service, one (1) Director of Nursing position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2020 through October 4, 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.**
 - 16) Request of the **Department of Public Safety and Corrections—Corrections Services** to extend authority to exempt from the classified service, one (1) Assistant Director of Nursing position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2020, through October 4, 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.**
- Director’s Report: Byron P. Decoteau, Jr.

Director Decoteau announced that Governor John Bel Edwards reappointed Commissioner Jo Ann Nixon to serve a six-year term.

The Department will issue a General Circular in accordance with State Civil Service Rule 2.10(f) regarding the adoption of emergency rules at its January 6, 2021 Commission meeting.

The Department plans to promulgate rules for the Commission’s consideration at the March 3, 2021, meeting to amend State Civil Service Rule 11.13(a)5 and adopt State Civil Service Rule regarding leave for the administration of COVID-19 vaccinations. Details can be found in General Circular Number 2021-004.

The Louisiana Legislative Auditor recently published two audit reports: *Trends of Annual Pay and Expenditures Audit* and *The Challenges in Teleworking during COVID-19*. Director Decoteau informed the Commission the Teleworking Audit has several recommendations to the Department that it supports. As progress is made regarding the recommendations, additional updates will be provided 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 recess for executive session to consider review of Civil Service Appeals and to discuss Personnel Matters at 9:42 a.m. The Commission reconvened from Executive Session at 10:20 a.m. to hear the Public Investigation of Vanessa Caston Lafleur, Docket No. I-18687.**

There being no further business, the Commission adjourned to Executive Session to discuss matters before the Commission at 11:08 a.m. on February 3, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman