



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MARCH 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 9:25 a.m. on Wednesday, March 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 February 3, 2021. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Haynesville Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 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 **Homer Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 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 **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Pinecrest Supports and Services Center** to extend authority to exempt from the classified service six (6) Interpreter positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2021 through April 4, 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 **Housing Authority of New Iberia** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 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.**
- 6) Request of the **Housing Authority of St. John the Baptist Parish** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 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.**
- 7) Request from **Pontchartrain Levee District**, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 5, 2021-December 31, 2021 during the High Water Season, Hurricane Season, and Annual Levee Inspections of the main line Mississippi River levee. (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 Workforce Commission** for an Individual Pay Adjustment in the amount of \$506.40 biweekly for the incumbent, Stacy Allen, ORS Manager 2, in accordance with State Civil Service Rule 6.16(c), effective March 3, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **This item was withdrawn.**
- 9) Request of the **Louisiana Department of Wildlife and Fisheries** to extend the Job Appointment of Brian Early, Biologist 3, in accordance with State Civil Service Rule 23.5(a), effective March 13, 2021, through March 12, 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.**
- 10) Request of the **Louisiana Department of Education** for authority under the provision of State Civil Service Rule 23.6(a-b) to reappoint Ms. Dianne Smith, Classified WAE Administrative Program Specialist A, effective January 29, 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 as recommended by State Civil Service to reappoint Ms. Smith as a Classified WAE, Administrative Program Specialist A, effective March 3, 2021, for one year. This recommendation does not provide authority for any hours worked over the 1,245-hour cap prior to the date of Commission approval.**
- 11) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Central Louisiana Supports and Services Center** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 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.**
- 12) Request of the **Department of Public Safety and Corrections—Office of State Police** for authority under the provisions of State Civil Service Rule 4.1(d)1 to allow two (2) incumbents, Danny Fernea and Dennis Day, Technicians, to work up to an additional 430 hours in a 12-month appointment period and to allow reappointment of the incumbents after exceeding the 1,245 hours in a 12-month appointment period, effective March 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 as recommended by State Civil Service to allow the incumbents, Danny Fernea and Dennis Day, to each work up to 2,080 hours within their 12-month appointment period and to allow reappointment of these incumbents on their reappointment eligibility date, effective March 3, 2021. This approval does not cover any hours worked over 1,245 hours before this date.**

- 13) Request of the **Florida Parishes Human Services Authority** for authority under the provisions of State Civil Service Rule 4.1(d)1 to allow three (3) incumbents, Breonna Polk, Karen Sullivan Cassimere (Program Assistants) and Chanta Bryant (Program Manager) 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 March 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.**
- 14) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of January 21, 2021 through February 22, 2021.**
- 15) Compliance Audit Quarterly Report Presentation
- Southern University New Orleans
 - Southern University Shreveport
 - Louisiana Commission on Law Enforcement
 - Louisiana Department of Culture, Recreation, and Tourism
 - LSU Agricultural Center
 - Houma Terrebonne Housing Authority
 - Louisiana Department of Insurance

Melinda Robert presented the Compliance Audit Quarterly Report to the Commission.

- Comprehensive Report—Southern University System

Director Decoteau presented the State Civil Service Comprehensive Compliance Report for Southern University System. The Commission requested Director Decoteau contact the Southern University System for an action plan regarding the deficiencies noted in the report. Director Decoteau informed the Commission he will provide an update at next month's meeting.

- Director's Report

The Public Hearing to amend Civil Service Rule 11.13(a)5 and to adopt Civil Service Rule 11.35(e), as published in General Circular 2021-004, originally scheduled for public hearing on March 3, 2021, has been moved to April 7, 2021. Details can be found in [General Circular 2021-006](#).

Dana LeBherz, Talent Development Division Administrator, provided an *Overview of the Comprehensive Public Training Program (CPTP)*.

- 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 to discuss Personnel Matters.**

There being no further business, the meeting adjourned at 10:56 a.m. on March 3, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman