



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 7, 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 9:35 a.m. on Wednesday, April 7, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., and Kristi Folse were 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) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **The Commission unanimously adopted the Resolution as written.**
- 2) Resolution to document Commission travel expenses. **The Commission unanimously adopted the Resolution as written.**
- 3) Consideration of the **Minutes** of the Commission meeting held March 3, 2021. **The Commission unanimously approved the minutes as written.**
- 4) **Public Hearing** to amend Civil Service Rule 11.13(a)5, and to adopt Civil Service Rule 11.35(e). (Details contained in General Circular Number 2021-006)
 - Public Comments
Director Decoteau presented the proposed amendment and rule adoption 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 Rule 11.13(a)5, and adopted Civil Service Rule 11.35(e).

- 5) **Public Hearing** to consider proposed changes to Civil Service Rule 11.35(d) on an emergency basis. (Details contained in General Circular Number 2021-011).
 - Public Comments

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 adopted changes to Civil Service Rule 11.35(d) on an emergency basis.
- 6) Request of **Fletcher Community College** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 7, 2021. **The Commission unanimously granted the request.**
- 7) Request of **Fletcher Community College** to establish a Crisis Leave Pool Policy in accordance with State Civil Service Rule 11.34, effective April 7, 2021. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Children and Family Services** to exempt from the classified service eleven (11) positions, in accordance with State Civil Service Rule 4.1(d)2, effective May 1, 2021 through April 30, 2025. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Public Safety—Office of State Fire Marshal** to exempt from the classified service one (1) Inspector position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2021 through April 6, 2025. **The Commission unanimously granted the request.**
- 10) Request of the **Metropolitan Human Services District (MHSD)** to exempt from the classified service, four (4) Nurse Registered positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2021 through April 6, 2025. **The Commission unanimously granted the request.**
- 11) Request of the **Port of New Orleans** to extend authority to exempt from the classified service six (6) positions, in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2021 through May 2, 2025. **The Commission unanimously granted the request.**
- 12) Request of the **Department of Children and Family Services** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 7, 2021. **The Commission unanimously granted the request.**
- 13) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director **Director Decoteau provided a summary of contracts reviewed by the department for the period of December 17, 2020 through March 24, 2021.**
- 14) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of February 22, 2021 through March 24, 2021.**
- 15) Request of **Louisiana State University A&M College** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective April 7, 2021. **The Commission unanimously granted the request.**
- 16) Request of **Louisiana State University A&M College** to establish a Premium Pay policy for Custodians in accordance with State Civil Service Rule 6.16 (a), effective April 7, 2021. **The Commission unanimously granted the request.**

- Director's Report

Director Decoteau informed the Commission of the resignation of Jacqueline Cummings, Deputy State Examiner. He informed the Commission of their obligation to appoint a provisional Deputy State Examiner thirty days from April 19, 2021. Commissioner Hughes thanked Ms. Cummings for her service.

The 2021 Legislative Session begins April 12, 2021. The agency will appear before the House Appropriations Committee on Friday, April 9 and Senate Finance on Tuesday, April 13. The agency is monitoring the following legislation and will update the Commission as the bills move through the legislative process:

- [HB 161](#): Provides relative to the Civil Service status of employees of the Bunkie Housing Authority
- [HB 162](#): Provides relative to the Civil Service status of employees of the Simmesport Housing Authority
- [HB 315](#): Constitutional Amendment-Provides for an exception to the prohibition on political activity by members of Civil Service systems
- [HB 580](#): Provides for paid leave for public employees who are required to take time off work due to COVID-19.

Director Decoteau requested to promulgate rules regarding the changes to Civil Service Rule 11.35(d) the Commission approved on an emergency basis. He also requested to promulgate rules regarding military leave.

- 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 10:34 a.m. on April 7, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman