



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MAY 5, 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 9:00 a.m. on Wednesday, May 5, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., G. Lee Griffin and John McLure were absent.

- 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) Consideration of the **Minutes** of the Commission meeting held April 7, 2021. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to amend Civil Service Rules 11.23, 11.26 and 11.35(d). (Details contained in General Circular Number 2021-014)
 - Public Comments
Director Decoteau informed the Commission he withdraws the request to amend Civil Service Rules 11.23 and 11.26, and plans to bring back the request in the future.

After receiving comments from the Director regarding the amendment to Civil Service Rule 11.35(d), 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 11.35(d).
- 3) Request of the **Louisiana State Racing Commission** to extend authority to exempt from the classified service five (5) 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.**

- 4) Request of the **Coastal Protection and Restoration Authority** to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective June 14, 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 **Abbeville Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 7, 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 **Louisiana Public Defender Board** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective May 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 Transportation and Development** to establish Special Entrance Rates for Budget Analyst 1, 2, and 3 under the provisions of State Civil Service Rule 6.5(b), effective May 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 **Florida Parishes Human Services Authority** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Felicia Jenkins, classified WAE Administrative Program Specialist A, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective May 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. This approval does not cover any hours worked over 1,245 prior to this date.**
- 9) Request of the **Louisiana Department of Wildlife and Fisheries—Office of Wildlife** to extend the job appointment of Casey Wright, Biologist 3, in accordance with State Civil Service Rule 23.5(a), effective July 1, 2021 through June 30, 2022. (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) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of March 24, 2021 through April 23, 2021.**
- **Director’s Report**
 - **The Department continues to monitor the 2021 Legislative Session.**
 - **Testing will resume in the New Orleans area on Saturday, May 15, 2021, at Xavier University. Additional [testing dates](#) at Xavier University are scheduled for June 19, 2021 and July 17, 2021. Director Decoteau thanked Commissioner Ronald Carrere, Jr., for his assistance in securing the temporary testing location.**
 - **In recognition of State Employee Recognition Week, Director Decoteau thanked the Commission for their service, as well as all public servants and his staff in particular.**
- 11) Consideration of a Provisional Appointment to the Deputy State Examiner position of the Municipal Fire and Police Civil Service in accordance with CA 14 15.1 9 (e). **On motion duly made, seconded, and unanimously passed, the Commission provisionally appointed Aeli Poydras to fulfill the role of Deputy State Examiner of the Municipal Fire and Police Civil Service effective May 10, 2021, through the period in which the Commission permanently fills the position.**

~~12) Request of the Louisiana Workforce Commission—Office of Workers Compensation, Hearings Division, to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective May 5, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)~~
WITHDRAWN

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals, discuss Personnel Matters and discuss the provisional appointment to the position of Deputy State Examiner of Municipal Fire and Police Civil Service as outlined in item #11 of this agenda. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the Commission agreed to recess for executive session to discuss personnel matters in consideration of item #11 at 9:18 a.m.**

The Commission reconvened from Executive Session at 10:21 a.m. As outlined in #11 of this agenda, on motion duly made, seconded, and unanimously passed, the Commission provisionally appointed Aeli Poydras to fulfill the role of Deputy State Examiner of the Municipal Fire and Police Civil Service effective May 10, 2021, through the period in which the Commission permanently fills the position.

Director Decoteau requested to add to the agenda an item related to the pay of the Provisional Deputy State Examiner. The Commission unanimously granted the request, which became item #12 on the agenda.

(12) Request of the **Office of State Examiner** for authority under Civil Service Rule 6.16(c) to grant Aeli Poydras, Provisional Deputy State Examiner an individual pay adjustment in the amount of \$368.80 biweekly, effective May 10, 2021, through the expiration of his provisional appointment. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request.

There being no further business, the meeting adjourned at 10:25 a.m. on May 5, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman