



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 9, 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 9:05 a.m. on Wednesday, June 9, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., and Kristi Folse. Commissioners G. Lee Griffin, John McLure and Jo Ann Nixon 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) Consideration of the **Minutes** of the Commission meeting held May 5, 2021. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Department of Children and Family Services (DCFS)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Resident Worker 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 June 9, 2021 through June 8, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request with amended effective dates of June 9, 2021 through June 8, 2022. This approval does not cover any hours worked over 1,245 prior to this date.**
- 3) Request of the **Louisiana Department of Health (LDH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Relief Worker and Program Assistant positions to work up to 2080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective July 1, 2021 through June 30, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request with amended effective dates of July 1, 2021 through June 30, 2022. This approval does not cover any hours worked over 1,245 prior to this date.**

- 4) Request of the **Louisiana Department of Health (LDH)**, under the provisions of State Civil Service Rule 23.6(a-b), to allow all incumbents appointed to Classified WAE positions at its 24-hour facilities to work up to 2,080 hours in a 12-month appointment period and to allow the reappointment of Classified WAE incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, 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. This approval does not cover any hours worked over 1,245 prior to this date.**

- 5) Request of the **Louisiana Department of Health—Office of Public Health** for authority under the provisions of State Civil Service Rule 23.6(a-b) to allow two (2) incumbents, Isabelle Van Savage and Richard Webb Camp, classified WAE Public Health Epidemiologist Technicians, 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 June 9, 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.**

- 6) Request of the **Louisiana Secretary of State, Department of State** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow all incumbents appointed to classified WAE positions in the job title, Election Machine Mechanic, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, 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 with amended effective dates of July 1, 2021 through June 30, 2022. This approval does not cover any hours worked over 1,245 prior to this date.**

- ~~7) Request of the **Louisiana Secretary of State, Department of State**, for authority under the provisions of State Civil Service Rule 23.6(a), to allow Jennifer Cristina, classified WAE Administrative Coordinator 3, to work up to 2,080 hours in a 12-month appointment period, effective June 9, 2021. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN**~~

- 8) Request of **Coastal Protection & Restoration Authority** to exempt from the classified service, one (1) Comptroller position, in accordance with State Civil Service Rule 4.1(d)2, effective August 1, 2021 through July 31, 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. Janice Lansing, Undersecretary for the Coastal Protection & Restoration Authority, addressed the Commission and thanked them for their support over the years.**

- 9) Request of the **Department of Children and Family Services** to exempt from the classified service one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 9, 2021 to June 8, 2025. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **Terri Ricks, Deputy Secretary with the Department of Children and Family Services, addressed the Commission regarding the “No Wrong Door” program. The Commission unanimously granted the request, as recommended by State Civil Service, effective June 9, 2021 to January 11, 2024 to coincide with a similar position at the agency and the end of the current Governor’s term.**

- 10) Request of the **Department of Public Safety—Office of State Fire Marshal** to extend authority to exempt from the classified service four (4) Inspector positions, in accordance with State Civil Service Rule 4.1(d)2, effective August 1, 2021 through July 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.**

- 11) Request of the **Louisiana Department of Education** to extend authority to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2021 through July 11, 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, as recommended by State Civil Service, to exempt from the classified service one (1) Director position, effective July 12, 2021, through November 5, 2021, to coincide with the expiration of the other similar unclassified positions at the agency.**
- 12) Request of the **Louisiana Department of Education** to exempt from the classified service one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 9, 2021, through June 8, 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, as recommended by State Civil Service, to exempt from the classified service one (1) Executive Director position, effective June 9, 2021, through November 5, 2021, to coincide with the expiration of the other similar unclassified positions at the agency.**
- 13) Request of the **Louisiana Housing Corporation** to extend authority to exempt from the classified service, one (1) Executive Counsel position, 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.**
- 14) Request of the **South Central Louisiana Human Services Authority** to amend its On-Call Pay policy in accordance with State Civil Service Rule 6.28, effective July 1, 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, effective July 1, 2021, through December 31, 2021.**
- 15) Request of **LSU Health Sciences Center—New Orleans** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective June 9, 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.**
- 16) Request of the **Port of New Orleans** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective June 9, 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.**
- 17) Request of the **Louisiana Department of Health (LDH), Office of the Secretary** to establish a Special Entrance Rate policy applicable to the Custodian job series at all five (5) LDH facilities under the provisions of State Civil Service Rule 6.5(b), effective June 9, 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.**
- 18) Request of the **Louisiana Department of Health (LDH), Office of the Secretary** for authority under the provisions of State Civil Service Rule 6.16(a), to establish and amend a Premium Pay policy applicable to the Custodian job series at all five (5) LDH facilities, effective June 9, 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.**
- 19) Request of the **Louisiana Department of Health (LDH)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 1, 2021 through December 31, 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.**

- 20) Request of the **Louisiana Department of Health—Office of Behavioral Health—Eastern Louisiana Mental Health System** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 9, 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.**
- 21) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Special Entrance Rate policy for Corrections job titles under the provisions of State Civil Service Rule 6.5(b), effective July 1, 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 conditionally upon the Governor’s signature of House Bill 1 of the 2021 Regular Legislative Session.**
- 22) Request of the **Department of Public Safety and Corrections, Corrections Services** to establish a Premium Pay policy for Corrections job titles in accordance with State Civil Service Rule 6.16(a), effective July 1, 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 conditionally upon the Governor’s signature of House Bill 1 of the 2021 Regular Legislative Session.**
- 23) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Premium Pay policy for Registered Nurses and Licensed Practical Nurses in accordance with State Civil Service Rule 6.16(a), effective July 1, 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.**
- 24) Request of the **Louisiana Department of Education** to extend the job appointments of Sherry Duncan and Christopher Norton, Budget Analyst 3s, in accordance with State Civil Service Rule 23.5(a), effective July 1, 2021 through June 30, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 25) Request of the **Louisiana Department of Wildlife and Fisheries** to extend the job appointment of Eva Szyszkowski, Wildlife and Fisheries Technician 4, 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.**
- 26) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of April 23, 2021, through May 28, 2021.**
- 27) Compliance Audit Quarterly Report Presentation
- LSU Health Sciences Center-New Orleans
 - Louisiana Economic Development
 - Louisiana State Board of Medical Examiners
 - Louisiana Department of Education
 - Central Louisiana Human Services District
 - Central Louisiana State Hospital
 - David Wade Correctional Center
 - Louisiana Correctional Institute for Women
 - Louisiana Department of Wildlife and Fisheries
 - Raymond Laborde Correctional Center
 - Louisiana State Employees’ Retirement System
 - South Central Louisiana Human Services Authority
 - Florida Parishes Human Services Authority
 - DOC-Adult Probation and Parole
 - Jefferson Parish Human Services Authority

- Northwest Louisiana Human Services District
- Elayn Hunt Correctional Center

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

- 28) Presentation on Southern University System’s response to State Civil Service Compliance Audits **Toby Comeaux, Chief Administrative Officer for State Civil Service**, informed the Commission of proactive steps the Southern University System has taken in response to the State Civil Service Comprehensive Compliance Report. **Tracie Woods, Associate Vice President for Human Resources for Southern University System**, presented the System’s Action Plan to the Commission. The Action Plan focused on the administration of the Personnel Evaluation System, Compliance Certifications, and Appointing Authority Delegation.
- 29) Request of the **Division of Administration** for an exemption to State Civil Service Rule 6.16.2 to allow probational employees in Auditor 1-4, Audit Manager, Community Development Program Specialist 1-4, and Community Development Program Manager job titles to be eligible to receive a one-time lump sum payment for temporary optional pay, effective June 9, 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.**

Director Decoteau requested to add to the agenda a request from Lallie Kemp Regional Medical Center to extend a Premium Pay policy for the direct care and non-direct care jobs. The Commission unanimously granted the request, which became item #30 on the agenda.

- 30) Request of **LSUHCS-D-Lallie Kemp Regional Medical Center (Lallie Kemp)** to extend a Premium Pay policy for the direct care and non-direct care jobs in accordance with State Civil Service (SCS) Rule 6.16(a), effective July 1, 2021 through September 30, 2021. **The Commission unanimously granted the request, as recommended by State Civil Service, effective July 1, 2021 through December 31, 2021.**

Director Decoteau requested to add to the agenda a request from Department of Treasury to amend their overtime request for non-exempt and exempt employees at the time and one-half rate that participate in the Unclaimed Property Program. The Commission unanimously granted the request, which became item #31 on the agenda.

- 31) Request of the **Department of Treasury** to amend their overtime request for non-exempt and exempt employees at the time and one-half rate that participate in the Unclaimed Property Program, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective June 9, 2021 through June 8, 2022. **The Commission unanimously granted the request.**

- Director’s Report

- House Bill 1 has been sent to the Governor.
- Governor John Bel Edwards signed the following legislation, which the Department monitored:
 - [House Bill 161](#) (Act No. 172): removes employees of the Bunkie Housing Authority from State Civil Service
 - [House Bill 162](#) (Act No. 70): removes employees of the Shreveport Housing Authority from State Civil Service
 - [House Bill 315](#) (Act No. 156): proposes to amend Article X, Sections 9 and 20 of the Louisiana Constitution to authorize certain political activities on behalf of family members by commission members, classified employees, and officers of certain civil service systems and to provide for submission of the proposed amendment to the electors

Director Decoteau requested to add an item to be discussed in Executive Session, investigative proceedings regarding allegation of misconduct, under State Civil Service Rule 2.4(c)4, in response to an audit released by the Louisiana Legislative Auditor concerning questionable payments by the Louisiana Workforce Commission.

Meridith Trahant, Executive Counsel for Louisiana Workforce Commission, objected to the item being heard in Executive Session. Chairman Duplantier noted Ms. Trahant's objection for the record.

The Commission unanimously granted the request to add an item to be discussed in Executive Session, investigative proceedings regarding allegation of misconduct, under State Civil Service Rule 2.4(c)4.

- 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, Personnel Matters, and investigative proceedings regarding allegation of misconduct.**

There being no further business, the meeting adjourned at 10:43 a.m. on June 9, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman