



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
COMMISSION WORK SESSION
TUESDAY, JULY 6, 2021
3:00 P.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

- Roll Call

The State Civil Service Commission convened a Commission Work Session at 3:11 p.m. on Tuesday, July 6, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner Ronald Carrere, Jr., was absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the Commission.
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- **Commission Work Session (No attachment)**

Consideration of a motion to recess for Executive Session to conduct interviews for the Deputy State Examiner position for the Municipal Fire and Police Civil Service System, and to conduct the annual Performance Evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. **On motion duly made, seconded, and unanimously passed, the commission agreed to recess for executive session at 3:12 p.m. to conduct interviews for the Deputy State Examiner position for the Municipal Fire and Police Civil Service System, and to conduct the annual Performance Evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

The Commission reconvened from Executive Session at 5:34 p.m.

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 a motion to approve Fiscal Year 2020-2021 Performance Evaluation of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission approved the Fiscal Year 2020-2021 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
- 2) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2021-2022 Performance Planning session, on behalf of the Commission, of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission approved granting the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2021-2022 Performance Planning Session, on behalf of the Commission, of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

- 3) Consideration of a motion to extend an offer of appointment to the position of Deputy State Examiner in accordance with the Louisiana Constitution Ancillaries. The Commission instructed the Director of State Civil Service to re-announce the job position of Deputy State Examiner and for the Commission to conduct further interviews.

There being no further business, the meeting adjourned at 5:37 p.m. until Wednesday, July 7, 2021.



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JULY 7, 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 9:11 a.m. on Wednesday, July 7, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, John McLure and Jo Ann Nixon. Commissioner G. Lee Griffin was absent. Commissioner Carrere joined the quorum at 9:13 a.m.

- 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:

- 4) Consideration of the **Minutes** of the Commission meeting held June 9, 2021. **The Commission unanimously approved the minutes as written.**
- 5) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Stormy Parfait** by the Department of Transportation and Development. **The agency withdrew the item.**
- 6) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Wilson J. Sip** by the Department of Transportation and Development. **Wick Cooper, Attorney for the Department of Transportation and Development, appeared on behalf of the agency. Wilson J. Sip, Jr., appeared on his behalf. On motion duly made, seconded, and passed by a vote of 5 to 1, the Commission granted the request. In addition, the Commission approved to allow Mr. Sip to use the remaining balance of his annual leave. Chairman Duplantier, Vice Chairman Hughes, and Commissioners Nixon, McLure and Folse voted in favor. Commissioner Carrere opposed.**

- 7) **Public Hearing** to consider proposed changes to Chapter 11 of the State Civil Service Rules. (Details contained in General Circular Number 2021-021).
- 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 Rules 11.23 and 11.26.
- 8) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular Number 2021-026).
- Public Comments
- The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.
- On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposal for Exhibits A and B being contingent upon the Governor's approval and granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval; and unanimously approved Exhibit C, which required ratification only with prior approval given by the State Civil Service Director for implementation.
- 9) Request of the **Department of Public Safety and Corrections—Corrections Services** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 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.
- 10) Request of the **Department of Children and Family Services (DCFS)** to extend authority to exempt from the classified service 34 positions related to its Comprehensive Child Welfare Information System (CCWIS) project, 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.
- 11) Request of the **Louisiana Department of Health—Office for Citizens with Developmental Disabilities—Pinecrest Supports and Services Center** to exempt from the classified service one (1) Dental Hygienist position, in accordance with State Civil Service Rule 4.1(d)2, effective July 7, 2021 through July 6, 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.
- 12) Request of the **Louisiana State Board of Nursing** to extend authority to exempt from the classified service two (2) Director positions, 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.
- 13) Request of the **Office of Juvenile Justice** to extend authority to exempt from classified state service one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2021 through September 3, 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 **Teachers' Retirement System of Louisiana** to extend the authority to exempt from the classified service, one (1) Director position and one (1) Deputy Chief, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2021 through September 3, 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.

- 15) Request of **Louisiana Tech University** to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 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.**
- 16) Request of the **Office of Juvenile Justice** to extend authority for an exemption to State Civil Service Rule 6.16.2 to allow probational employees in Juvenile Justice Specialist and Juvenile Probation and Parole job titles to be eligible to receive temporary optional pay, 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.**
- 17) Request of the **Department of Natural Resources—Office of Conservation** to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), 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.**
- 18) Request of the **Louisiana Department of Corrections, Corrections Services**, for an Individual Pay Adjustment in the amount of \$595.20 biweekly for Timothy L. Hooper, Correction Warden 5, in accordance with State Civil Service Rule 6.16(c), effective July 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.**
- 19) Request of the **Louisiana Department of Health—Office of Public Health** for an Individual Pay Adjustment in the amount of \$210.40 biweekly for Theresa Sokol, Program Manager 3-DHH, in accordance with State Civil Service Rule 6.16(c), effective July 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.**
- 20) Request of **Grambling State University** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective July 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.**
- 21) Request of **Louisiana Tech University** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective July 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.**
- 22) Request of **LSU Health Sciences Center-Shreveport** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective July 8, 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.**
- 23) Request of the **Governor's Office of Elderly Affairs** to amend a Premium Pay policy 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 Health—Medical Vendor Administration** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 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.**

- 25) Request of the **Louisiana Department of Health** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 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 as recommended by the Department to establish a Premium Pay policy related to longevity effective July 7, 2021, and to rescind the recruitment and retention premium pay policy for the Psychologist job titles at the Pinecrest Supports and Services Center approved May 4, 2005.**
- 26) Request of the **Louisiana Department of Health** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 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 as recommended by the Department to establish a Premium Pay policy related to work location and to rescind the recruitment and retention premium pay policy for the Psychologist job titles at the Pinecrest Supports and Services Center approved May 4, 2005.**
- 27) Request of the **Louisiana Department of Health** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective July 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.**
- 28) Request of the **Louisiana Department of Veterans Affairs** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective July 12, 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.**
- 29) Request of the **Louisiana Department of Veterans Affairs** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 12, 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.**
- 30) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director **Director Decoteau informed the commission that eleven (11) total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between March 25, 2021 through June 23, 2021.**
- 31) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of May 28, 2021 through June 28, 2021.**

Director Decoteau requested to add to the agenda a request from the Division of Administration to extend the job appointment of Anita Johnson, Accountant 4. The Commission unanimously granted the request, which became item #32 on the agenda.

- 32) Request of the **Division of Administration** to extend the job appointment of Anita Johnson, Accountant 4, in accordance with State Civil Service Rule 23.5(a), effective July 10, 2021 through July 9, 2022. **The Commission unanimously granted the request.**
- Director's Report: Byron P. Decoteau, Jr.

Director Decoteau recognized Aeli Poydras, Agency Relationship Manager, for his 25 years of dedicated service to the Department of State Civil Service.

- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals, discuss Personnel Matters, and other matters falling under State Civil Service Rule 2.4(c). (All Commissioners to verbally vote.) On motion duly made, seconded, and unanimously passed, the commission agreed to recess for executive session at 10:34 a.m. to consider review of Civil Service Appeals and other legal matters before the commission.

The Commission reconvened from executive session at 11:37 a.m.

On motion duly made, seconded, and unanimously passed, the commission requested the Director of State Civil Service to open an investigation and report to the commission on an audit released by the Louisiana Legislative Auditor regarding the Louisiana Workforce Commission.

There being no further business, the meeting adjourned at 11:38 a.m. on July 7, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman