



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, NOVEMBER 3, 2021  
9:00 A.M.

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

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Please use the following link for streaming purposes only. Streaming is strictly for your convenience; it is not intended for participation or public comments.

The information to register for the Zoom webinar to watch to the November 2021 State Civil Service Commission Meeting can be found below:

<https://us06web.zoom.us/j/89613426720?pwd=ZW9oTWxtckJtMmhTRS9pNElYaUZPUT09>

After registering, you will receive a confirmation email containing information about joining the webinar.

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:18 a.m. on Wednesday, November 3, 2021. Present were Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin, John McLure and Jo Ann Nixon. Chairman David Duplantier joined the meeting at 9:39 a.m. 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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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 September 29, 2021. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Florida Parishes Human Services Authority** to allow authority under the provisions of State Civil Service Rule 4.1(d)1, to allow one (1) incumbent, Ahmad Evans (Program Manager) to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of the incumbent who previously exceeded the 1,245 hours in a 12-month appointment period, effective November 3, 2021 through April 11, 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.**
- 3) Request of the **Department of Public Safety—Office of State Fire Marshal** to exempt from the classified service thirty-three (33) positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 3, 2021 through November 2, 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.**

- 4) Request of the **Department of the Treasury** to exempt from the classified service one (1) Director of Unclaimed Property position in accordance with State Civil Service Rule 4.1(d)2, effective November 3, 2021 through November 2, 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, effective November 3, 2021 through January 11, 2024.**
- 5) Request of the **Department of Youth Services—Office of Juvenile Justice** to exempt from the classified service two (2) Instructor positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 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, effective November 3, 2021 through November 2, 2025.**
- 6) Request of the **Louisiana Department of Education** to extend the authority to exempt from the classified service, thirty (30) positions, and to exempt from the classified service five (5) new positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2021 through November 5, 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 extend the authority to exempt from the classified service, five (5) Assistant Superintendents, one (1) Chief of Staff, one (1) Executive Counsel, nine (9) Fellows, and one (1) Liaison Officer, and to exempt the authority from the classified service, one (1) Assistant Superintendent, effective November 6, 2021 through November 5, 2025.**

**The Commission unanimously granted the request, as recommended by State Civil Service, to extend the authority to exempt from the classified service, thirteen (13) Director, one (1) Executive Director, and to exempt from the classified service two (2) Directors and one (1) Executive Director, effective November 6, 2021 through November 5, 2022.**

- 7) Request of the **Louisiana Department of Health—Office of the Secretary** to extend authority to exempt from the classified service, one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2021 through November 5, 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.**
- 8) Request of the **Louisiana Educational TV Authority** to exempt from the classified service one (1) Mass Communications Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective November 3, 2021 through November 2, 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, effective November 3, 2021 through January 7, 2024.**
- 9) Request of the **Division of Administration—Office of Technology Services** to establish a Premium Pay Policy for Information Technology jobs, in accordance with State Civil Service Rule 6.16(a), effective November 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, effective November 3, 2021 through May 2, 2022.**
- 10) Request of **LSU Health Sciences Center—New Orleans** to amend a Premium Pay Policy for their Campus Police Department in accordance with State Civil Service Rule 6.16(a), retroactive to September 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.**

- 11) Request of **LSU Health Sciences Center—New Orleans** to establish a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective November 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 Culture, Recreation and Tourism, Office of Tourism**, to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective November 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.**
  - 13) Request of the **Louisiana Department of Education** to amend a Special Entrance Rate Policy in accordance with State Civil Service Rule 6.5(b), effective December 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.**
  - 14) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of September 17, 2021 through October 26, 2021.**
- Director's Report
    - **Presentation of the [2021 Annual Pay Plan Review](#) by Janelle Haynsworth, Compensation Program Manager.**
    - **Presentation of the [2020-21 Annual Turnover Report](#) by Director Decoteau.**
    - **The Commissioners were provided with the [2021-21 State Civil Service Annual Report](#).**
    - **Director Decoteau requested to promulgate a number of rules for the December or January meeting:**
      - **Rules that will allow the State Civil Service Director, if needed, to make technical, non-substantive changes outside of our normal process. For example, renumbering rules, make gender references more inclusive, and referencing other rules. These changes would be communicated through general circulars and reported to the Commission.**
      - **A rule that addresses telework. The Department is working with the Division of Administration on a sample Telework Policy, as well as training requirements for telework.**
      - **Clarification of demotion rule.**
  - **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 10:13 a.m. on November 3, 2021.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman