



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, DECEMBER 1, 2021
9:00 A.M.

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

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

YouTube Live link: <https://youtu.be/2T1R94uLE0>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:16 a.m. on Wednesday, December 1, 2021. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, G. Lee Griffin, and Jo Ann Nixon. Commissioner John McLure 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 November 3, 2021. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed amendments to Chapters 2, 3, and 6 of the Civil Service Rules. (Details contained in General Circular Number 2021-043 and General Circular Number 2021-048.)
 - 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 2.10(a), (c), (e) and (f) and adopted Civil Service Rule 3.1(t).

Director Decoteau informed the Commission the department was withdrawing the proposed amendments to Chapter 6, as it would like to have future discussions with the Commission regarding the proposal.

- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2021-046).
 - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan. Janelle Haynsworth, Compensation Program Manager, provided the Commission with a presentation regarding the proposed changes. Director Decoteau informed the Commission he received public comments from one agency that is not in the scope of the centralized process that expressed concern with the pay levels and losing employees to Office of Technology Services. As planned, the

department will look at the job titles the agencies use that are not part of the centralization and bring a recommendation to the Commission to better align them in the first quarter of 2022.

On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposal for Exhibit A 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; Exhibit B, which only required approval from the State Civil Service Commission; and unanimously approved Exhibit C, which required ratification only with prior approval given by the State Civil Service Director for implementation.

- 4) Request of the **Office of Coastal Protection and Restoration Authority** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow one (1) incumbent, Captain Ervin Venable, Jr., appointed to a 4.1(d)1 Security Officer position filled with an off-duty East Baton Rouge Sheriff's deputy on a rotating basis to provide security in state buildings, to work up to 2080 hours in a twelve-month appointment period, effective December 7, 2021 through December 6, 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.**
- 5) Request of the **Greater Baton Rouge Port Commission** 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 December 11, 2021 through December 10, 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.**
- 6) Request of the **South Louisiana Port Commission** to exempt from the classified service, one (1) Maintenance Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2021 through December 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.**
- 7) Request of **Louisiana State University Agricultural Center** to amend a Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, 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.**
- 8) Request of the **Division of Administration** to extend their overtime policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective December 4, 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, for a one-year period, effective December 4, 2021 through December 3, 2022, and recommends that the agency report on the use of this policy to the State Civil Service Commission at the conclusion of the one-year term.**
- 9) Request of the **South Central Louisiana Human Services Authority** to extend its current On-Call Pay policy in accordance with State Civil Service Rule 6.28, effective January 1, 2022 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) Request of the **Department of Children and Family Services** to amend its Special Entrance Rate Policy for Child Welfare Specialist Trainee—Child Welfare Supervisor job titles under the provisions of State Civil Service Rule 6.5(b), effective December 27, 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 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.**
- 12) Request of **Southern University Agricultural and Mechanical College** to establish a Special Entrance Rate Policy for Custodian job titles under the provisions of 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.**
- 13) Request of **Southern University at Shreveport** to establish a Special Entrance Rate Policy for Custodian job titles under the provisions of 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) 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 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.**
- 15) Request of the **Department of Culture, Recreation, and Tourism—Office of State Parks** to extend the job appointment of Earl Shaw, Jr., Parks Building and Grounds Attendant, in accordance with State Civil Service Rule 23.5(a), effective January 22, 2022 through January 21, 2026. (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 January 22, 2022 through January 21, 2023.**
- 16) Request of the **Louisiana Department of Health—Office of Behavioral Health** to extend the job appointment of Michelle Doran, Program Monitor—DHH, in accordance with State Civil Service Rule 23.5(a), effective December 20, 2021 through September 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, as recommended by State Civil Service, December 20, 2021 through September 29, 2022.**
- 17) Request of the **Louisiana Department of Wildlife and Fisheries, Office of Wildlife**, to extend the job appointment of Robert Alfonso, Facility Project Planner 3, in accordance with State Civil Service Rule 23.5(a), effective January 29, 2022 through January 28, 2024. (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) Compliance Audit Quarterly Report Presentation
 - Department of Public Safety and Corrections, Public Safety Services
 - Eastern Louisiana Mental Health System
 - Pinecrest Supports and Services Center
 - Louisiana Department of Health
 - Division of Administration
 - Louisiana Department of State
 - Louisiana Department of Treasury
 - Louisiana Workforce Commission
 - Louisiana Department of Agriculture and Forestry
 - Department of Transportation and Development
 - Department of Children and Family Services
 - Department of Natural Resources

Melinda Robert, Compliance Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. Kayla Kirby, Department of Natural Resources Human Resources Director, received a certificate in recognition of a perfect Compliance Audit Report.

- 19) Monthly Contract Report Director Decoteau provided a summary of contracts reviewed by the department for the periods of October 26, 2021 through November 19, 2021.
 - 20) Request of the **Department of Public Safety and Corrections—Corrections Services** 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.
- Director's Report
 - Louisiana State Civil Service has partnered with other states in the National Association of State Personnel Executives to implement the [Military Spouse Transition Network](#). The program, open to all identified military spouses working for state government agencies in NASPE member states, activates when a military spouse/state employee who receives notification of a Permanent Change of Station (PCS) for their spouse contacts a designated NASPE representative in their home state (i.e., the state from which the spouse is moving). The program delivers career services products such as resume building, skills translation, informal contacts, etc. in support of military spouse re-employment. For more information, please contact the Testing and Recruiting Center at 225-925-1911.
 - The department plans to promulgate rules regarding Telework, as our rules do not currently address the matter. Also, the department submitted its sample Telework Policy and Flexible Work Policy to the Division of Administration. Director Decoteau anticipates the agency will begin working with other agencies in January regarding telework policies.
 - Director Decoteau will take a medical leave of absence in January 2022, with an anticipated return in February 2022. Deputy Director Deer will oversee matters in his absence.
 - 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.) After being informed there were no matters to be considered in Executive Session, the Commission made a motion to adjourn.

On motion duly made, seconded, and unanimously passed, the commission meeting adjourned at 10:25 a.m. on Wednesday, December 1, 2021.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman