



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, JANUARY 5, 2022  
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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<https://youtu.be/RgUBaDSc8x4>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:13 a.m. on Wednesday, January 5, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, John McLure and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., and G. Lee Griffin 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) **Election of Officers:** Chairman and Vice Chairman (No Attachment) **The Commission unanimously re-elected Commissioner David Duplantier to serve as Chairman and unanimously re-elected Commissioner D. Scott Hughes to serve as Vice Chairman.**
- 2) Consideration of the **Minutes** of the Commission meeting held December 1, 2021. **The Commission unanimously approved the minutes as written.**
- 3) **Public Hearing** to consider proposed amendments to Chapters 1, 11, and 18 of the Civil Service Rules. (Details contained in General Circular Number 2021-050).
  - Public Comments  
**Deputy Director Chris D. Deer presented the proposed amendments to the Commission and informed them the agency received one public comment through email. After receiving comments from the Deputy Director, and providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously adopted Civil Service Rules 1.2.1, 1.25.3, 1.40.001, 1.40.002, 1.40.003, 1.40.004, 11.4.1, and 18.5**
- 4) Request of the **Florida Parishes Human Services Authority** for authority under the provisions of State Civil Service Rule 4.1(d)1 to allow three (3) incumbents, Raquel Norris, Kevin Thomas, and Omar Braggs (Program Assistants) 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 January 5, 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 **Department of the Treasury** to exempt from the classified service one (1) Investments Operations Manager and two (2) Investments Portfolio Manager positions in accordance with State Civil Service Rule 4.1 (d) 2, effective January 5, 2022 through January 4, 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.**
- 6) Request of the **Division of Administration** to exempt from the classified service one (1) Deputy Director position in the Office of Community Development Disaster Recovery Unit in accordance with State Civil Service Rule 4.1(d)2, effective January 5, 2022 through October 12, 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.**
- 7) Request of the **Southeast Louisiana Flood Protection Authority-East** to extend the authority to exempt from the classified service, one (1) Superintendent of Police position, in accordance with State Civil Service Rule 4.1 (d) 2, effective December 12, 2021 through December 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.**
- 8) Request of the **Division of Administration—Office of Technology Services** to amend a Premium Pay Policy for Information Technology jobs, in accordance with State Civil Service Rule 6.16(a), effective January 5, 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, as recommended by State Civil Service, effective January 5, 2022 through May 2, 2022.**
- 9) Request of the **Louisiana Department of Wildlife and Fisheries, Office of Wildlife**, to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 5, 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 **Imperial Calcasieu Human Services Authority** to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective January 5, 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.**
- 11) Request of **Pennington Biomedical Research Center** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective January 5, 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.**
- 12) Request of **Delgado Community College** to reappoint one (1) classified WAE Police Officer 2-A, Joel Sylves, who exceeded 1,245 hours during a 12 month appointment period, in accordance with State Civil Service Rule 23.6 (a-b), effective January 5, 2022 through January 4, 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.**

- 13) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. Deputy Director Chris D. Deer informed the commission that 23 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted from September 18, 2021 through December 20, 2021.
  - 14) Monthly Contract Report Deputy Director Deer provided a summary of contracts reviewed by the department for the period of November 20, 2021 through December 20, 2021.
  - 15) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for the Revenue Tax Analyst 1 job title under the provisions of State Civil Service Rule 6.5(b), effective January 5, 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.
  - 16) Request of the **Louisiana Department of Revenue** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective January 5, 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, as amended, with an effective date of January 10, 2022.
  - 17) Request of **Department of Public Safety and Corrections, Corrections Services** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), 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.
  - 18) 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 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.
- Director's Report: Chris D. Deer, Deputy Director
    - Director Byron P. Decoteau, Jr., is resting comfortably at home following a medical procedure. He thanks everyone for the prayers and well wishes.
    - The Department appeared before the House and Governmental Affairs Committee on December 16, 2021, for the agency's Sunset Review. The hearing was a success. The next step will be to seek a legislator to sponsor legislation to recreate the Department of State Civil Service during the 2022 Regular Legislative Session.
    - Despite numerous requests, the Leesville Housing Authority has not returned the Employee Market Adjustment Form to the department to enter the market adjustment information amounts for those eligible employees in the LaGov HCM system. In response to this information, the Commission requests the Leesville Housing Authority to appear before the Commission at the February 2, 2022, meeting to explain why they are late to submit the information.
    - The 2022 versions of **Preventing Sexual Harassment** and **Preventing Sexual Harassment for Supervisors** courses have been uploaded into LEO. [General Circular Number 2022-01](#) contains additional information about the courses.
  - 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 Personnel Matters.

There being no further business, the meeting adjourned at 10:01 a.m. on January 5, 2022.

Respectfully submitted,

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Chris D. Deer, Deputy Director, for Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman