



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, MARCH 9, 2022  
9:00 A.M.

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### **\*\*New Meeting Location\*\***

**THOMAS JEFFERSON A&B, ROOM 1-136, 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.

<https://youtu.be/l1kaEhHxpt4>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:16 a.m. on Wednesday, March 9, 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) Consideration of the **Minutes** of the Commission meeting held February 2, 2022. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Department of Public Safety, Office of State Fire Marshal**, to exempt from the classified service one (1) Director of Emergency Services position, in accordance with State Civil Service Rule 4.1(d)2, effective March 9, 2022 through March 8, 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.**
- 3) Request of the **Department of the Treasury** to extend authority to exempt from the classified service, one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 4, 2022 through April 3, 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.**
- 4) Request of the **Louisiana Department of Education** to extend the authority to exempt from the classified service twelve (12) positions and to exempt from the classified service two (2) new positions, in accordance with State Civil Service Rule 4.1(d)2, effective March 9, 2022 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 authority to exempt from the classified service two (2) Assistant Superintendents, one (1) Chief of Staff, and nine (9) Fellows and to exempt authority from the classified service one (1) Chief Operating Officer, in accordance with State Civil Service Rule 4.1(d)2, effective March 9, 2022, through November 5, 2025;**

to exempt from the classified service, one (1) Liaison Officer in accordance with State Civil Service Rule 4.1(d)2, effective March 9, 2022, through September 30, 2024; and to revoke the authority for one (1) Assistant Superintendent, position # 50409770, effective March 9, 2022.

- 5) Request of the **Louisiana Department of Health—Office of the Secretary** to exempt from the classified service, one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective March 9, 2022 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.**
- 6) Request from **Northwestern State University**, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for Police Officers 1A (Dispatch) and Police Officers 2A (Patrol), effective March 9, 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 **Louisiana Department of Health—Office of Behavioral Health** to extend the job appointment of Brent Ambacher, Administrative Program Specialist A, in accordance with State Civil Service Rule 23.5(a), effective March 26, 2022 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, effective March 26, 2022 through September 29, 2022.**
- 8) Request of the **Donaldsonville Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 9, 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.**
- 9) Request of the **Housing Authority of Westwego** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 9, 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 **Pontchartrain Levee District**, in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 4, 2022 through December 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.**
- 11) Request of the **Capital Area Human Services District** to amend its Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective March 21, 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 the **Department of Children and Family Services** to establish a Special Entrance Rate policy for Attorney job titles in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**
- 13) Request of the **Department of Children and Family Services** to establish a Special Entrance Rate policy for Accountant job titles in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**

- 14) Request of the **Department of Children and Family Services** to establish a Special Entrance Rate policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**
- 15) Request of the **Department of Children and Family Services** to establish a Premium Pay policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective March 9, 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 **Department of Public Safety and Corrections, Corrections Services, Prison Enterprises** to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**
- 17) Request of the **Division of Administration** to establish a Special Entrance Rate Policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective March 9, 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 **Division of Administration** to establish a Premium Pay Policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective March 9, 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.**
- 19) Request of the **Louisiana Department of Health—Office of Public Health** to establish a Special Entrance Rate policy for Sanitarian job titles in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**
- 20) Request of the **Office of Financial Institutions** to establish a Special Entrance Rate Policy for Compliance Examiner 1-4 job titles in accordance with State Civil Service Rule 6.5(b), effective April 4, 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.**
- 21) Request of the **Office of Financial Institutions** to establish a Premium Pay Policy for Compliance Examiner 1-4 job titles in accordance with State Civil Service Rule 6.16(a), effective April 4, 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.**
- 22) Compliance Audit Quarterly Report Presentation
  - Louisiana State Licensing Board for Contractors
  - University of Louisiana-Monroe
  - Capital Area Human Services District
  - Port of New Orleans
  - Southeastern Louisiana University
  - University of Louisiana at Lafayette
  - Louisiana Board of Pharmacy
  - Teachers' Retirement System of Louisiana
  - Louisiana Tech University
  - University of New Orleans

- Sabine River Authority
- McNeese State University
- Board of Regents
- Acadiana Area Human Services District
- Northeast Delta Human Services Authority

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. Acadiana Area Human Services District and Northeast Delta Human Services Authority were recognized for achieving perfect Compliance Audits.

- 23) Monthly Contract Report Director Decoteau provided a summary of contracts reviewed by the department for the period of January 24, 2022 through February 25, 2022.
- 24) Request of **LSU Health Sciences Center—New Orleans** to establish a Special Entrance Rate policy for Central Service Workers in accordance with State Civil Service Rule 6.5(b), effective March 9, 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.**
- 25) Request of the **Capital Area Human Services District** for an Individual Pay Adjustment in the amount of \$275.20 biweekly for Karen Morris, Practical Nurse—Licensed 3, in accordance with State Civil Service Rule 6.16(c), effective March 9, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously voted to deny the request.**
- 26) Request of the **Capital Area Human Services District** for an Individual Pay Adjustment in the amount of \$610.40 biweekly for Philip Veal, Practical Nurse—Licensed 3, in accordance with State Civil Service Rule 6.16(c), effective March 9, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously voted to deny the request.**
- 27) Request of **Louisiana State University A&M College** to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective March 9, 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

Director Decoteau presented the following reports:

- Audit Review of 2021 Classified Market Adjustments
- FY 2020-2021 Performance Evaluation System Report
- FY 2020-2021 Annual Pay Reporting

Director Decoteau informed the commissioners of the Current Climate regarding Job Postings vs. Applications Received. Available data show that vacancies have increased by 55% since the onset of the COVID-19 pandemic. The number of job applications received have decreased 52% since the onset of the pandemic.

The [2022 Regular Legislative Session](#) begins March 14, 2022. The department is tracking the following bills:

- House Bill 46
- House Bill 152
- House Bill 143
- House Bill 259

- House Bill 405
- Senate Bill 160
- Senate Bill 239

- 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 11:08 a.m. on Wednesday, March 9, 2022.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman