



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 6, 2022
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

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

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<https://youtu.be/FM1J4HukOBQ>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:08 a.m. on Wednesday, April 6, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, G. Lee Griffin, and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., and John McLure were absent. Commissioner Griffin left the meeting at 10:28 a.m.

- 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 March 9, 2022. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Office of State Examiner** to appoint Kesha Feigley permanently to the position of Deputy State Examiner, in accordance with Louisiana Constitution Ancillaries, Article 14 € 15.1 9 d.(1), effective April 6, 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.**
- 3) Request of the **Department of Public Safety and Corrections, Corrections Services**, for authority to exempt from the classified service one (1) Principal position and five (5) Teach Professional positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 6, 2022 through April 5, 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 April 6, 2022 through March 3, 2023.**
- 4) Request of the **Louisiana Department of Health (LDH)—Office of Public Health (OPH)** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Rachel Magee, classified WAE Registered Nurse Advanced Practice, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective April 6, 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 Transportation and Development** to amend its Comprehensive Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 6, 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.**
- 6) Request of **Vernon Parish Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 6, 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 **Department of Culture, Recreation, and Tourism—Office of Tourism** to establish a Premium Pay Policy for Tourism Information Counselor and Tourism Supervisor positions in accordance with State Civil Service Rule 6.16(a), effective April 6, 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.**
- 8) Request of the **Department of Culture, Recreation, and Tourism—Office of State Parks**, to establish a Premium Pay policy for Bayou Segnette, Fontainebleau, and Sam Houston Jones State Parks in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 **Department of Public Safety and Corrections, Corrections Services**, to establish a Premium Pay policy for Human Resources job titles in accordance with State Civil Rule 6.16(a), effective April 6, 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 Public Safety and Corrections, Corrections Services**, to establish a Special Entrance Rate Policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 **Department of Public Safety and Corrections, Corrections Services**, to amend a Premium Pay Policy for Corrections ARDC job titles in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 Public Safety and Corrections, Corrections Services**, to establish a Special Entrance Rate Policy for Corrections ARDC job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 Public Safety and Corrections, Public Safety Services**, to establish a Special Entrance Rate policy for Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 Public Safety and Corrections, Public Safety Services** to establish a Premium Pay policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 Public Safety and Corrections, Public Safety Services** to establish a Special Entrance Rate Policy for Accountant job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 **Lake Charles Harbor and Terminal District** to amend a Premium Pay Policy for hazardous duties, in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 **Lake Charles Harbor and Terminal District** to amend a Special Entrance Rate Policy for Bulk Terminal and Port Facility Maintenance job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 School Employees' Retirement System** to establish a Special Entrance Rate policy for Accountant 1, 2, and 3 job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 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 **Louisiana State University A&M College** to amend the Premium Pay policy for their Nuisance positions in the Department of Facility Services in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 **University of New Orleans** to establish a Special Entrance Rate Policy for Police Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective April 6, 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) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 35 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between June 24, 2021 through September 17, 2021.**
- 22) Monthly Contract Report **Director Decoteau provided a summary of contracts reviewed by the department for the period for February 25, 2022 through March 29, 2022.**
- 23) Request of the **Louisiana State Civil Service - Comprehensive Public Training Program (CPTP)** to recognize and extend congratulations to the newest recipients of the Professional Trainer Certificate and the eLearning Architect Certificate. (Talent Development Administrator, Dana LeBherz, Ed.D., to present.) **The Professional Trainer Certificate is a program designed for state employees who have some training responsibility in their job but are not full-time instructors. The intensive, multiplatform program consists of 16 facilitated and web-based trainings taken over a typically 18-month period. Dana LeBherz, Ed.D., Talent Development Administrator, recognized the following recipients of the Professional Trainer Certificate: Ivory Augillard, LDR; Megan Coco, TRSL; Darrel Curtis, LDH; Heather Hebron, SCS; and Michelle Renee, LDH.**

The eLearning Architect program is designed to address the needs of those in the state who are creating eLearning. Dr. LeBherz recognized Sarah Bell, DOTD, and Rudynah Capone, LSU/LTRC, recipients of the eLearning Architect Certificate.

- 24) Request of **Louisiana State University and A&M College** to amend a Premium Pay policy for their Police Department in accordance with State Civil Service Rule 6.16(a), effective April 6, 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 **Teachers' Retirement System of Louisiana** to establish a Premium Pay policy for Information Technology positions in accordance with State Civil Service Rule 6.16(a), effective April 6, 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.**
- 26) Request of the **Department of Culture, Recreation, and Tourism—Office of Tourism** to establish a Special Entrance Rate policy for Tourism job titles in accordance with State Civil Service Rule 6.5(b), effective April 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request by a vote of 3 to 1. Commissioner Folse opposed. The Commission instructed the Department of State Civil Service to conduct a job review of the Tourism Supervisor position.**

Commissioner Hughes requested to add to the agenda an item to consider a motion to add to the agenda a request from the Louisiana Workforce Commission for an exception under C.S.R. 14.1(p) to appoint Tavares Walker to a Deputy Assistant Secretary 2 (position number 50397891) effective April 6, 2022 and additionally, to approve a hiring rate in accordance C.S.R. 6.5(g) for extraordinary qualifications at a rate of \$4,834.40 biweekly. After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request, which became item #27 on the agenda.

- 27) Consideration of a request from the **Louisiana Workforce Commission** for an exception under C.S.R. 14.1(p) to appoint Tavares Walker to a Deputy Assistant Secretary 2 (position number 50397891) effective April 6, 2022 and additionally, to approve a hiring rate in accordance C.S.R. 6.5(g) for extraordinary qualifications at a rate of \$4,834.40 biweekly. **After providing the opportunity for public comments, to which there were none, the Commission unanimously granted the request.**

- Director's Report

The Department continues to monitor the [2022 Regular Legislative Session](#). Recently filed bills the Department is monitoring include the following:

- House Bill 945
- House Bill 46
- House Bill 874
- Senate Bill 438

State Employee Recognition Week will be held May 1 through 7, 2022.

The Department has partnered with the Louisiana Department of Health in the Shreveport area to administer tests for 48 Medicaid Analyst positions. Applicants will be able to take the test, have the test scored, and interview for the positions all in the same day.

- 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 10:59 a.m. on Wednesday, April 6, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman