



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 8, 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/pEsKJn23k9A>

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:13 a.m. on Wednesday, June 8, 2022. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Kristi Folse, and John McLure. Commissioners G. Lee Griffin and Jo Ann Nixon 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 May 4, 2022. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Department of Children and Family Services (DCFS)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Resident Worker positions 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 June 9, 2022 through June 8, 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. This approval does not cover any hours worked over 1,245 prior to this date.**
- 3) Request of the **Louisiana Department of Health (LDH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Relief Worker and Program Assistant positions 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 July 1, 2022 through June 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. This approval does not cover any hours worked over 1,245 prior to this date.**

- 4) Request of the **Louisiana State Board of Embalmers and Funeral Directors** to exempt from the classified service two (2) Inspector positions, in accordance with State Civil Service Rule 4.1(d)2, effective June 8, 2022, through June 7, 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.**
- 5) Request of the **Port of New Orleans** to exempt from the classified service one (1) Deputy Director of Government Affairs position, in accordance with State Civil Service Rule 4.1(d)2, effective June 8, 2022 through June 7, 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 extend the job appointment of Anita Johnson, Accountant 4, in accordance with State Civil Service Rule 23.5(a), effective July 10, 2022 through July 9, 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.**
- 7) Request of the **Louisiana Department of Health – Office of Public Health** to extend the job appointment of Keisha Dunn, Administrative Coordinator 3, in accordance with State Civil Service Rule 23.5(a), effective June 4, 2022 through June 3, 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.**
- 8) Request of the **Louisiana Department of Wildlife and Fisheries** to extend the job appointment of Eva Szyzkoski, Wildlife and Fisheries Technician 4, in accordance with State Civil Service Rule 23.5(a) effective July 1, 2022 through June 30, 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.**
- 9) Request of the **Louisiana Department of Wildlife and Fisheries—Office of Wildlife** to extend the job appointment of Casey Wright, Biologist 3, in accordance with State Civil Service Rule 23.5(a), effective July 1, 2022 through June 30, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The agency withdrew the request.**
- 10) Request of the **Louisiana Secretary of State, Department of State**, for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow all incumbents appointed to classified WAE positions in the job title, Election Machine Mechanic, to work up to 2,080 hours in a twelve-month appointment period and to allow reappointment of the incumbents who previously exceeded the 1,245 hours in a twelve-month appointment period, effective July 1, 2022 through June 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. This approval does not cover any hours worked over 1,245 prior to this date.**
- 11) Request of the **Department of Children and Family Services** to establish a Special Entrance Rate policy for various job titles with the Office of Family Support in accordance with State Civil Service Rule 6.5(b), effective June 13, 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 Premium Pay policy for various job titles within the Office of Family Support in accordance with State Civil Service Rule 6.16(a), effective June 13, 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 Culture, Recreation, and Tourism—Office of State Parks**, to amend 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 June 8, 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, Corrections Services**, to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 8, 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 **Louisiana Department of Health (LDH)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 1, 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.**
- 16) Request of the **Louisiana Department of Wildlife and Fisheries, Office of Fisheries**, to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective, June 8, 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 **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 June 8, 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 Veterans Affairs** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 8, 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 **Capital Area Human Services District** to amend its Special Entrance Rate policy for Registered Nurse and Human Resources job titles in accordance with State Civil Service Rule 6.5(b), effective June 8, 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 **Department of Public Safety and Corrections, Corrections Services**, to amend a Special Entrance Rate Policy for Corrections Officer job titles under the provisions of State Civil Service Rule 6.5(b), effective July 1, 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 **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 July 1, 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) Request of the **Division of Administration—Office of Group Benefits** to establish a Special Entrance Rate Policy for Accountant jobs, in accordance with State Civil Service Rule 6.5(b), effective June 8, 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.**

- 23) Request of the **Imperial Calcasieu Human Services Authority** to establish a Special Entrance Rate policy for Practical Nurse-Licensed job titles in accordance with State Civil Service Rule 6.5(b), effective June 8, 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.**
- 24) Request of the **Louisiana Department of Veterans Affairs** to establish a Special Entrance Rate policy for Veterans Assistance Counselor job titles, in accordance with State Civil Service Rule 6.5(b), effective June 8, 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 **Louisiana State University at Alexandria** to establish a Special Entrance Rate policy for Custodian job titles in accordance with State Civil Service Rule 6.5(b), effective June 8, 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 **Port of New Orleans** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective June 8, 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.**
- 27) Compliance Audit Quarterly Report Presentation
 - Northwestern State University
 - Louisiana Housing Corporation
 - Grambling State University
 - Nicholls State University
 - Office of Financial Institutions
 - South Louisiana Community College
 - Lallie Kemp Regional Medical Center
 - Bossier Parish Community College
 - Delgado Community College
 - Louisiana School Employees' Retirement System

Melinda Robert, Compliance and Audit Division Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Louisiana School Employees' Retirement System was recognized for achieving a perfect Compliance Audit.

- 28) Monthly Contract Report **Director Decoteau** provided a summary of contracts reviewed by the department for the periods of April 20, 2022 through May 31, 2022.
- 29) Request of the **Department of State Civil Service** to discuss and recommend potential changes to the State Civil Service Commission's employee member election process. **Sherri Gregoire, General Counsel, presented information to the Commission regarding potential changes to the Louisiana Administrative Code regarding the election of the classified employee representative on the State Civil Service Commission. Specifically, the Department would like to amend the Administrative Code to allow for the ability to send ballots electronically to those classified employees who choose to receive a ballot electronically.**

The Commission unanimously voted to direct the Department of State Civil Service and the Director of State Civil Service to potentially change the rules and election process regarding the election of the employee representative on the State Civil Service Commission.

- Director's Report

[2022 Regular Legislative Session update:](#)

- Act 21
- Act 281
- HB 874
- Act 103
- HB 980
- HB 988
- SB 215
- HB 1
- House Resolution 202

Director Decoteau thanked Sherri Gregoire, General Counsel, for her assistance with the legislative session. He extended his appreciation to Brandon Scivique, Deputy Undersecretary for State Civil Service, and his team for their work with the budget process.

State agencies must have their [Telework Policy](#) approved by the State Civil Service Director no later than June 30, 2022.

The Director provided an update on the upcoming implementation of a new automated performance management system. Deputy Director Chris Deer is serving as State Civil Service Project Director for this initiative. The performance management system is a Success Factors Module called "Goals and Performance". The implementation team is made up of individuals from the Office of Technology Services, the Human Resources community, and Undersecretaries.

Applications are down 54% from pre-COVID. The department is currently reviewing its annual Pay Plan Report with plans to bring recommendations to the Commission.

- 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 10:27 a.m. on June 8, 2022.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman