



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, FEBRUARY 1, 2023
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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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:12 a.m. on Wednesday, February 1, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Kristi Folse and Jo Ann Nixon. Commissioners Ronald Carrere, Jr., and John McLure 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 January 4, 2023. **The Commission unanimously approved the minutes as written.**
- 2) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Nyeshia Kelly Davis** by the Department of Public Safety and Corrections. **The item was moved to the March 1, 2023, State Civil Service Commission meeting, by the Director.**
- 3) Request of the **Department of Public Safety and Corrections, Corrections Services**, to extend authority to exempt from the classified service, twenty-five (25) Teach Professional positions, three (3) Principal positions, one (1) Coach position, and to exempt from the classified system one (1) Teach Professional position in accordance with State Civil Service Rule 4.1(d)2. **The Commission unanimously granted the request, as recommended by State Civil Service, to extend authority to exempt from the classified service, twenty-five (25) Teach Professional positions, three (3) Principal positions, and one (1) Coach position, effective March 4, 2023 through March 3, 2027, and exempted from the classified service one (1) new Teach Professional position effective February 1, 2023 through March 3, 2027.**
- 4) Request of **Teachers' Retirement System of Louisiana** to extend authority to exempt from the classified service, one (1) Director, in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2023 through September 6, 2026. **The Commission unanimously granted the request.**
- 5) Request of the **Winnsboro Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 1, 2023. **The Commission unanimously granted the request.**

- 6) 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 3, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Public Safety and Corrections, Corrections Services** to establish a Premium Pay policy for Practical Nurse-Licensed and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Revenue** to establish a Premium Pay policy for Revenue Tax Specialist job titles in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 9) 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, 2023 through June 30, 2023. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana State Employees' Retirement System** to amend a Premium Pay policy for Information Technology job titles in accordance with State Civil Service Rule 6.16(a), effective February 6, 2023. **The Commission unanimously granted the request.**
- 11) Request of the **South Central Louisiana Human Services Authority (SCLHSA)** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 12) Request of the **Lallie Kemp Regional Medical Center** to establish a Special Entrance Rate policy for its Hospital Laboratory and Nursing job titles in accordance with State Civil Service Rule 6.5(b), effective February 6, 2023. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana State University Health Sciences Center-New Orleans** to establish a Special Entrance Rate policy for Guard job titles in accordance with State Civil Service Rule 6.5(b), effective February 1, 2023. **The Commission unanimously granted the request.**
- 14) Request of the **Southeast Louisiana Flood Protection Authority-East** to establish a Special Entrance Rate policy for Police Officer job titles, in accordance with State Civil Service Rule 6.5(b), effective February 6, 2023. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Public Safety and Corrections, Public Safety Services**, to establish a Premium Pay policy for Attorney and Paralegal job titles, in accordance with State Civil Service Rule 6.16(a) effective February 1, 2023. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Public Safety, Public Safety Services** to establish a Special Entrance Rate policy for Attorney job titles, in accordance with State Civil Service Rule 6.5(b), effective February 1, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Veterans Affairs (DVA)** to amend its Premium Pay policy for various job titles in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Department of Veterans Affairs (DVA)** to amend its Special Entrance Rate policy for various job titles in accordance with State Civil Service Rule 6.5(b), effective February 1, 2023. **The Commission unanimously granted the request.**

- 19) Request of the **Division of Administration-Office of Risk Management** to establish a Premium Pay policy for State Risk Adjuster jobs in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Division of Administration-Office of Risk Management** to establish a Special Entrance Rate policy for State Risk Adjuster jobs in accordance with State Civil Service Rule 6.5(b), effective February 1, 2023. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Health-Office of Secretary**, for an exception under State Civil Service Rule 14.1(p) to allow a classified employee currently serving as statutory appointing authority in the Department to be eligible for promotion to a classified position. **The Commission unanimously granted the request.**
- 22) Discussion on Crisis Leave Rule **Director Decoteau and Sherri Gregoire, General Counsel, presented the Commissioners with information on the Crisis Leave Rule (11.34) and potential rule changes in relation to Act 649 of the 2022 Regular Legislative Session. The Commissioners asked for additional information from the Department.**
 - **Director's Report**
 - **Pre-Employment Testing:** Director Decoteau informed the Commission he would like to see an alternative to testing and will place this topic on the March 1, 2023, Commission meeting agenda for discussion.
 - **New Commissioner Appointments:** The Governor's Office has received all the nomination letters.
 - **[2023 State Civil Service Commission Employee Representative Election](#):** Voting begins February 3, 2023 through February 24, 2023. Ballots will either be emailed to eligible voters via their official state email address, or mailed via U.S. mail to eligible voters without access to an official work email address and those who chose to opt out of receiving their ballot by email. Employees who have not received a ballot by Friday, February 10, 2023, are encouraged to contact the Election Coordinator.
 - **Consideration of a motion to adjourn. (All Commissioners to verbally vote.) On motion duly made, seconded, and unanimously passed, the commission adjourned at 10:31 a.m. on February 1, 2023.**

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman