



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 3, 2024
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 9:05 a.m. on Wednesday, April 3, 2024. Present were Chairman David Duplantier, Commissioners Candes Carter, Craig Netterville, Codi Neyland and Jo Ann Nixon. Vice Chairman D. Scott Hughes and Commissioner 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 March 7, 2024. **The Commission unanimously approved the minutes as written.**
- 2) Request for Commission approval of **Suspension Pending Criminal Proceedings of Kelvin Seaberry** by LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System. **The Commission unanimously granted the request of LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System to suspend Kelvin Seaberry, without pay, pending criminal proceedings. In addition, the Commission approved to allow Mr. Seaberry to use the remaining balance of his annual leave.**
- 3) Request for Commission approval of **Suspension Pending Criminal Proceedings of Justin Whitstine** by LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System. **The Commission unanimously granted the request of LDH-Office of Behavioral Health-Eastern Louisiana Mental Health System to suspend Justin Whitstine, without pay, pending criminal proceedings. In addition, the Commission approved to allow Mr. Whitstine to use the remaining balance of his annual leave.**
- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2024-006)
The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there was none.

On motions duly made, seconded, and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval, and Exhibits C, D, E, and F, which require approval only from the State Civil Service Commission. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 5) Request of the **Department of Energy and Natural Resources**, to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through April 2, 2028. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of Motor Vehicles**, to extend authority to exempt from the classified service two (2) Public Affairs Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Division of Administration** to extend authority to exempt from the classified service, one (1) Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Children and Family Services** to exempt from the classified service, one Legislative Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through March 10, 2025. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Children and Family Services** to extend authority to exempt from the classified service, two Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to exempt from the classified service, one (1) Chief Operating Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through March 3, 2028. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Health, Office of the Secretary**, to extend authority to exempt from the classified service, one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective April 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health, Office of the Secretary** to exempt from the classified service, one (1) Deputy Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 2024 through April 2, 2028. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Revenue** 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 7, 2024 through April 6, 2028. **The Commission unanimously granted the request.**
- 14) Request of the **Office of the State Public Defender** to exempt from the classified service seven (7) positions, in accordance with State Civil Service Rule 4.1(d)2, effective March 20, 2024. **The Commission unanimously granted the request, as recommended by State Civil Service, effective March 20, 2024 through March 19, 2028.**
- 15) Request of the **Office of Juvenile Justice** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 3, 2024. **The Commission unanimously granted the request.**

- 16) Request of the **Louisiana Department of Health, Office of Public Health**, to establish a Dual Career Ladder policy for the Engineer 6-DCL job title, in accordance with State Civil Service Rule 5.9, effective April 3, 2024. **The Commission unanimously granted the request.**
- 17) Request of the **Capital Area Groundwater Conservation District** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 3, 2024. **The Commission unanimously granted the request.**
- 18) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police**, to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective April 3, 2024. **The Commission unanimously granted the request.**
- 19) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police** to establish a Premium Pay policy for DPS Police and Criminal Investigator job titles in accordance with State Civil Service Rule 6.16(a), effective April 3, 2024. **The Commission unanimously granted the request.**
- 20) Request of the **Division of Administration** to extend their overtime policy to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective April 4, 2024. **The Commission unanimously granted the request, as recommended by State Civil Service, effective April 4, 2024 through December 31, 2024 and requests the agency report on the use of this policy to the State Civil Service Commission at the conclusion of the policy's term.**
- 21) Request of the **Lafourche Basin 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, 2024 through December 31, 2024. **The Commission unanimously granted the request.**
- 22) Request of the **Division of Administration, Mental Health Advocacy Service (MHAS)** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Tiffney Johnson, classified WAE Administrative Assistant 3 to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective April 3, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of April 3, 2024.**
- 23) Request of the **Office of Juvenile Justice** to establish a Special Entrance Rate policy for the Corrections Juvenile Food Production Worker, Corrections Juvenile Food Production Supervisor, and Corrections Food Manager 1 job titles in accordance with State Civil Service Rule 6.5(b), effective April 3, 2024. **The Commission unanimously granted the request.**
- 24) Request of the **Department of the Treasury** to establish a Special Entrance Rate policy for State Treasury Fiscal Control Analyst job titles in accordance with State Civil Service Rule 6.5(b), effective April 3, 2024. **The Commission unanimously granted the request.**
- 25) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Deputy Director Chris Deer informed the commission that 22 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between December 28, 2023 through March 15, 2024.**
- 26) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission unanimously granted the request.**

- 27) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director's delegated authority. Deputy Director Deer provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.
- Director's Report
 - [2024 Regular Legislative Session Update](#):
 - Staff continues to respond to requests for legislative fiscal notes.
 - There are several bills related to the status of Housing Authorities in the State Civil Service system that the department continues to monitor.
 - Senate Bill 181 is being heard by the Senate and Governmental Affairs Committee this morning. Director Decoteau and Sherri Gregoire, General Counsel, are at the committee meeting to provide information on this bill that proposes a Constitutional amendment to provide for nominations to the Civil Service Commission from public universities.
 - The department will host a virtual HR Community Meeting on April 4, 2024 at 9:30 a.m.
 - The department will promulgate rules to be presented at the May 1, 2024, meeting regarding the new online, cloud-based Performance Management System. Also, the department will promulgate new rules for Chapter 10 prior to January 2025.
 - Chairman Duplantier encouraged citizens to pay close attention to Senate Bill 181.
 - 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 10:04 a.m. on April 3, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman