



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 5, 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 9:02 a.m. on Wednesday, June 5, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, Craig Netterville and Codi Neyland were present. Commissioners John McLure and Jo Ann Nixon were absent.

- Opportunity for Public Comment (No Attachment)

No requests received from the public to address the commission.

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 1, 2024. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider Proposed Change to Civil Service Rule Chapter 18—Transition Rules (Details contained in General Circular No. 2024-018)
 - Public Comments
Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in General Circular No. 2024-018. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the amendments to Chapter 18 of the State Civil Service Rules.
- 3) Request of the **Louisiana Department of Health, Office for Citizens with Developmental Disabilities**, to extend authority to exempt from the classified service, one (1) Clinical Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 8, 2024 through June 7, 2028. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Wildlife and Fisheries** to exempt from the classified service one Superintendent of Wildlife and Fisheries Law Enforcement in accordance with State Civil Service Rule 4.1(d)2, effective June 5, 2024 through June 4, 2028. **The Commission unanimously granted the request.**

- 5) 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 reappoint incumbents who previously exceeded the 1,245 hours in a 12-month period and to allow all incumbents appointed to the Classified WAE Elections Machine Mechanic to work up to 2,080 hours in a 12-month appointment period, effective July 1, 2024 through June 30, 2025. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Department of Health-Office of Behavioral Health** to extend the job appointment of Jasmine Harkless-Thomas, Program Manager 1-A DHH, in accordance with State Civil Service Rule 23.5(a), effective June 15, 2024 through June 14, 2025. **The Commission unanimously granted the request.**
- ~~7) A request of the **Office of Juvenile Justice (OJJ)** to extend the job appointment of Carolyn Lewis, Executive Management Officer (EMO), in accordance with state Civil Service Rule 23.5(a), effective June 29, 2024 through June 28, 2025. **WITHDRAWN**~~
- 8) Request of **Louisiana State University at Alexandria** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 5, 2024. **The Commission unanimously granted the request.**
- 9) Request of the **Baton Rouge Community College** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 5, 2024. **The Commission unanimously granted the request.**
- 10) Request of the **Department of Children and Family Services** to amend an Incentive Awards policy in accordance with State Civil Service Rule 6.16(d), effective July 1, 2024. **The Commission unanimously granted the request, as recommended by State Civil Service, effective July 1, 2024 through June 30, 2025.**
- 11) Request of the **Department of Children and Family Services** to amend a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective July 1, 2024 through June 30, 2025. **The Commission unanimously granted the request.**
- 12) Request of **State Civil Service** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 5, 2024. **The Commission unanimously granted the request.**
- 13) 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.**
- 14) 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. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**
- 15) Compliance Audit Quarterly Report Presentation
 - Northwestern State University
 - Office of Financial Institutions
 - Pennington Biomedical Research Center
 - Grambling State University
 - Lallie Kemp Regional Medical Center
 - Nicholls State University
 - Louisiana State University
 - South Louisiana Community College
 - Louisiana State University-Shreveport

- Governor’s Office of Elderly Affairs
- Louisiana Tech University

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. Louisiana Tech University was recognized for achieving a perfect compliance report.

- Director’s Report

- 2024 Regular Legislative Session:
 - The department was tracking 75+ bills. We are working to go over the final impacts of the session and will update the Commissioners and HR community on any substantive impacts.
 - Senate Bill 181 by Senator Jay Morris failed. This bill would have changed the nomination process for the Commission in addition to allowing the Legislature to remove positions from the classified service by law.
- Governor Jeff Landry signed the May Pay Hearing approved by the Commission last month. Please refer to [General Circular No. 2024-019](#) for details.
- [Hiring Framework Project](#): Our team has updated our job specifications. Each job that requires the hiring framework (those jobs with a prior requirement to utilize the Professional Level Exam and Office Support Exam) now contain the core competencies developed by State Civil Service which are being used in the hiring process.
- Rule Promulgations: We will be promulgating an amendment to Civil Service Rule 11.36 (Parental Leave) by Friday, June 7. The proposed amendment will contain clarification on how state holidays and office closures impact the up to 240 hours of parental leave eligible employees are entitled to by rule.
- Effective June 6, 2024, we will have a vacancy on our Commission because of Commissioner McLure’s retirement. Nominations to the Governor for this vacancy will be submitted from Louisiana Christian College. All nominees must be from the 5th Congressional District. We will ensure the President of the University and the Governor’s Office are notified.
- Upcoming HR Community Meetings will be held virtually on June 18 and June 25. Invites will be forthcoming via email.
- Last month we celebrated State Employee Recognition week. During this time, the department held our annual awards ceremony. Two individuals received the department’s Director’s Award of Excellence, which is awarded to an individual or individuals whose work has made a major contribution to accomplishing the department’s mission: Laci Talley with our Learning, Performance and Culture Division and Jennifer Schuelke with our Talent Acquisition and Workforce Development Division.

- 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 Applications for Review of Civil Service Appeals and Personnel Matters.

There being no further business, the meeting adjourned at 9:44 a.m. on June 5, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman