



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 4, 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 9:07 a.m. on Wednesday, September 4, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Stewart Gentry, Craig Netterville, Jo Ann Nixon, and Codi Neyland Plaisance.

- [Opportunity for Public Comment](#) (No Attachment)
No requests received from the public to address the commission.
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Director Byron Decoteau, Jr., introduced [J. Stewart Gentry](#), the newest member of the State Civil Service Commission, representing the 5th Congressional District. Governor Jeff Landry selected Mr. Gentry to fulfill the remaining term of John McLure. Sherri Gregoire, General Counsel, administered the Oath of Office to Mr. Gentry.

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 July 23, 2024. **The Commission unanimously approved the minutes as written.**
- 2) 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. (Dana LeBherz, Ed.D., Director of Learning, Performance, and Culture, to present.) **The Professional Trainer Certificate is a program designed for state employees who have training duties as part of their job. The nine-month program is competency-based, with demonstration of competence required for completion. The program includes 13 courses both live and web-based.**

Dr. Dana LeBherz, Division Administrator, recognized the following recipients of the Professional Trainer Certificate:

- Jaron Bertrand, Louisiana State Civil Service-Talent Acquisition & Workforce Development
- Angela Davis, Department of Children and Family Services-Child Support Enforcement
- Tasha Foster, Department of Children and Family Services-Training & Development
- Marya Grayson, Louisiana State Civil Service- Talent Acquisition & Workforce Development
- Brianna Hawkins, Louisiana State Civil Service-Learning, Performance & Culture

- Latoya Middleton, Department of Children and Family Services-Human Resources
- Alice Waguespack Montet, University of New Orleans-Policy Training
- Lawanda Rogers, Department of Children and Family Services, Office of Finance and Management
- Laura Turner, Division of Administration-Human Resources

3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular Number 2024-036)

- Public Comments

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 Exhibit A being contingent upon the Governor’s approval, Exhibits B and C, which require approval only from the State Civil Service Commission, and ratified Exhibit D. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

4) **Public Hearing** to consider Proposed Changes to Chapter 10 of the Civil Service Rules. (Details contained in General Circular Number 2024-037)

- Public Comments

The original proposals outlined in General Circular No. 2024-037 were unanimously deferred at the Director's request in response to stakeholder feedback received during the promulgation period. The Department will repromulgate revisions to the proposed rules.

5) **Public Hearing** to consider Proposed Amendments to Civil Service Rules affected by Proposed Amendments to Chapter 10. (Details contained in General Circular Number 2024-038)

- Public Comments

The original proposals outlined in General Circular No. 2024-038 were unanimously deferred at the Director's request in response to stakeholder feedback received during the promulgation period. The Department will repromulgate revisions to the proposed rules.

6) Request of the **Department of Children and Family Services** to exempt from the classified service, one (1) Executive Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024 through September 3, 2028. **The Commission unanimously granted the request.**

7) Request of the **Department of Energy and Natural Resources** to exempt from the classified service one (1) Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024, through September 3, 2028. **The Commission unanimously granted the request.**

8) Request of the **Department of Public Safety and Corrections – Corrections Services** to extend authority to exempt from the classified service, one (1) Director of Nursing position and one (1) Assistant Director of Nursing position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2024, through October 4, 2028. **The Commission unanimously granted the request.**

9) Request of the **Department of Public Safety and Corrections, Public Safety Services - Office of State Police** to exempt from the classified service, one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024, through September 3, 2028. **The Commission unanimously granted the request.**

- 10) Request of the **Division of Administration** to exempt one (1) Program Manager position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024, through September 3, 2028. **The Commission unanimously granted the request, as recommended by State Civil Service, effective September 4, 2024 through September 6, 2026.**
- 11) Request of the **Division of Administration–Office of Technology Services**, to exempt one (1) Administrator position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024, through September 3, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Revenue** to extend authority to exempt from the classified service, one (1) Assistant Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective September 2, 2024, through September 1, 2028. **The Commission unanimously granted the request.**
- 13) Request of the **Southeast Louisiana Flood Protection Authority – West** to extend authority to exempt from the classified service, three (3) Specialist positions, in accordance with State Civil Service Rule 4.1(d) 2, effective October 1, 2024, through September 30, 2028. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana Department of Agriculture and Forestry** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 23, 2024. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Treasury** to extend their overtime request for non-exempt and exempt employees at the time and one-half rate that participate in the Unclaimed Property Program, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective September 7, 2024, through September 6, 2025. **The Commission unanimously granted the request.**
- 16) Request of the **Louisiana Department of Health – Office of Behavioral Health** to extend the job appointment of Karen Golphin, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective September 30, 2024, through September 29, 2025. **The Commission unanimously granted the request.**
- 17) Request of the **Louisiana Department of Health – Office of Behavioral Health** to extend the job appointment of Brent Ambacher, Administrative Program Specialist A, in accordance with State Civil Service Rule 23.5(a), effective September 30, 2024, through September 29, 2025. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Department of Health – Office of Behavioral Health** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Ariel Irvin, classified WAE Corrections Guard Trainee-Therapeutic to work an additional 27 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective September 4, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of September 4, 2024.**
- 19) Compliance Audit Quarterly Report Presentation
 - Baton Rouge Community College
 - Louisiana School Employees' Retirement System
 - Metropolitan Human Services District
 - Northeast Delta Human Services Authority
 - Louisiana Patient's Compensation Fund
 - Delgado Community College
 - LSU Health Sciences Center—New Orleans

- Coastal Protection and Restoration Authority
- Louisiana Department of Environmental Quality
- LSU Agricultural Center

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission.

- 20) 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 ratified the request.**
- 21) 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.**
- 22) Request of the **Department of Children and Family Services** to exempt from the classified service, one (1) Executive Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2024, through September 3, 2028. **The Commission unanimously granted the request.**

- Director's Report

- The pilot of the On-Board platform for administering the Commission's meeting agenda has been successful.
- The State Civil Service Testing and Recruiting Center has been officially renamed the **State Civil Service Recruiting and Outreach Center**. Its focus shifts from pre-employment testing to proactive recruitment opportunities. Additionally, the center will continue to serve walk-ins who are interested in learning more about how their skills may be matched with state jobs.
- The Department is scheduled to appear before the House and Governmental Affairs Committee on September 23, 2024, at 10:30 a.m. for the purpose of conducting an oversight review and beginning sunset review.
- State Civil Service will host its annual HR Director's Forum for HR Directors of municipal and city Civil Service Commissions at the Claiborne Building in Baton Rouge on September 13.

The future of the **Charles E. Dunbar Awards** program will be discussed during this meeting. During its operation, the Louisiana Civil Service League administered the awards program, which recognized career state and municipal public servants for their career service. Louisiana State Civil Service will continue this tradition. It is like the program will not be held until 2026.

- At the request of Governor's Landry's office, State Civil Service solicited feedback from the Secretaries and Agency Heads of the 20 major agencies in the Executive Branch regarding the Senior Executive Exchange Program (SEEP). The SEEP allows permanent state employees to take a leave of absence from their classified position and retain rights to their classified position while serving in an unclassified gubernatorial appointment. Upon the expiration of the unclassified term, typically during administration changes, if the employee's unclassified appointment is not extended, they fall back to their permanent classified position. The survey sought to gain feedback on the process of classified fallback positions and identify the pros and cons of the program. The Department will present the results to the Governor's Office at a meeting next week and will share the results with the Commission, also.
- Commissioners were invited to take a new headshot after the meeting.
- The Department plans to promulgate rules to bring to the Commission before the end of the year regarding compensation matters, specifically with state agencies competing against one another for talent. The proposed rules will aid in reducing competition.
- Director Decoteau spoke of two recent letters to the editor regarding the State Civil Service System. The letters were written in response to Senate Bill 181 of the 2024 Legislative Session, which sought to amend the nomination process for State Civil Service Commission members and grant the Legislature

authority in determining the unclassified positions from state service. As we have done in the past, the Department works very closely with the Division of Administration and Governor Landry's office to identify opportunities for improvement. By the end of the year, Director Decoteau proposes to bring a plan to the Commission to develop a working group or task force on Civil Service to once again show our openness and determination to assist our state agencies.

- 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 11:07 a.m. on September 4, 2024.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman