



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, DECEMBER 4, 2024  
9:00 A.M.

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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 9:11 a.m. on Wednesday, December 4, 2024. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Stewart Gentry, Craig Netterville and Jo Ann Nixon. Commissioner Codi Neyland Plaisance was 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) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2024-056)

- 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, Exhibit B which requires approval from only the State Civil Service Commission and ratified Exhibit C. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 2) **Public Hearing** to consider proposed amendments to Civil Service Rule 13.50: Alternative Dispute Resolution, and the Repeal of Civil Service Rule 13.51 (Details contained in General Circular No. 2024-051)

- Public Comments

Director Decoteau informed the Commission that State Civil Service received three written comments in opposition to the proposal. In addition, the department received a comment from a state agency requesting clarification on the amount of input an agency may have in the proposed process.

Sherri Gregoire, General Counsel, presented the proposed amendments.

Roxie Goynes spoke in opposition to the proposal.

On motion duly made, seconded and unanimously passed, and providing for public comments, the Commission adopted the proposed amendments to Civil Service Rule 13.50: Alternative Dispute Resolution, and the Repeal of Civil Service Rule 13.51.

- 3) Request of the **Department of Public Safety - Office of the State Fire Marshal – Fire Emergency Training Academy** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow Michael Dragon, unclassified WAE Instructor, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective December 4, 2024. **The Commission unanimously granted the request.**
- 4) Request of the **Department of Public Safety - Office of the State Fire Marshal – Fire Emergency Training Academy** for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow James Noland, unclassified WAE Instructor, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective December 4, 2024. **The Commission unanimously granted the request.**
- 5) 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 December 4, 2024, through December 3, 2028. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Housing Corporation** to exempt from the classified service one (1) Chief Fiscal Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2024, through December 3, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Secretary of State, Department of State** 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 February 3, 2025, through February 2, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Port of New Orleans** to extend authority to exempt from the classified service twenty (20) positions and authority to exempt one (1) new position, in accordance with State Civil Service Rule 4.1(d) 2, effective February 1, 2025, through January 31, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Special Entrance Rate Policy for Corrections Officer job titles in accordance with State Civil Service Rule 6.5(b), effective January 1, 2025. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Veterans Affairs** to amend a Special Entrance Rate policy for the Veterans Assistance Counselor job series in accordance with State Civil Service Rule 6.5(b), effective December 4, 2024. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Veterans Affairs** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Physical Therapy Board** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**

- 13) Request of the **Louisiana Veterans Home** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 14) Request of the **Northeast Louisiana Veterans Home** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 15) Request of the **Northwest Louisiana Veterans Home** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 16) Request of the **Southeast Louisiana Veterans Home** to establish its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 17) Request of the **Southwest Louisiana Veterans Home** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 2024. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Physical Therapy Board** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 4, 2024. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana State University Health Care Services Division** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 4, 2024. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Youth Services, Office of Juvenile Justice**, establish a Premium Pay policy for Probation and Parole Officer-Juvenile job titles in accordance with State Civil Service Rule 6.16(a), effective December 4, 2024, through December 31, 2025. **The Commission unanimously granted the request.**
- 21) Request of **Nicholls State University** to establish an Attainment of Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective December 4, 2024. **The Commission unanimously granted the request.**
- 22) Request from **LSU Health Sciences Center New Orleans**, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for affected positions in their University Police Department effective December 9, 2024. **The Commission unanimously granted the request.**
- 23) 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 January 1, 2025. **The Commission unanimously granted the request, as recommended by State Civil Service, effective January 1, 2025 through December 31, 2025. Also, the agency will report on the use of this policy to the State Civil Service Commission at the conclusion of the policy's term.**

- 24) Compliance Audit Quarterly Report Presentation
- Southern University-Shreveport
  - LSU Health Sciences Center-Shreveport
  - Louisiana Department of Veterans Affairs
  - Louisiana State University-Eunice
  - Southeast Louisiana Veterans Home
  - Louisiana Public Service Commission
  - Louisiana Veterans Home
  - Lake Charles Housing Authority
  - Louisiana Department of Insurance
  - Louisiana State University-Alexandria
  - Louisiana State Board of Cosmetology
  - State Civil Service
  - Louisiana Commission on Law Enforcement
  - Imperial Calcasieu Human Services Authority
  - Louisiana Department of Revenue
  - Northwest Louisiana Veterans Home

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

- 25) 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.**
- 26) 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.**
- Director's Report  
Director Decoteau recognized Chairman Duplantier on his final meeting after serving with dedicated service for 24 years. The Chairman was presented with a plaque and a proclamation from Governor Jeff Landry. Chairman Duplantier addressed the public expressing his gratitude and sharing memories of his service.
  - 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 11:01 a.m. on December 4, 2024.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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