



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 3, 2025
9:00 A.M.

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, September 3, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Thomas Grimstad, Craig Netteville, Jo Ann Nixon, and Codi Plaisance.

- 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 July 9, 2025. **The Commission unanimously approved the minutes as written.**

Vice Chairman Hughes made a motion to add an item to the agenda. Specifically, the Commission, in its judicial capacity, is scheduled to hear the case of *Troy Humphrey v. Department of Education, Docket #S-19027*. Vice Chairman Hughes requested to add to the agenda that the Commission delegate to Chairman Gentry the ability to sign on behalf of the Commission a Notice to Employer of Possible Defects in the pre-deprivation and disciplinary letters. The Notice will give the employer fifteen days to address specificity as to certain charges in the pre-deprivation and disciplinary letters and advise the employer that certain charges may be stricken from such letters. After providing for public comments, to which there were none, on motion duly made, seconded, and unanimously passed, the Commission added this item to the agenda, which became item #1b.

- 1b) Request to delegate to Chairman Gentry in the matter of *Troy Humphrey v. Department of Education, Docket #S-19027*, the ability to sign on behalf of the Commission a Notice to Employer of Possible Defects in the pre-deprivation and disciplinary letters. The Notice will give the employer fifteen days to address specificity as to certain charges in the pre-deprivation and disciplinary letters and advising the employer that certain charges may be stricken from such letters. **The Commission unanimously granted the request.**

- 2) Request of the **Department of Energy and Natural Resources** to exempt from the classified service thirteen (13) positions, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2025, through September 30, 2029. **The Commission unanimously granted the request. Additionally, as recommended by State Civil Service, the Commission unanimously revoked authority for three (3) previously approved positions: (position numbers 50677166, 50683309, and 50672216).**
- 3) Request of the **Department of Public Safety and Corrections, Public Safety Services - Office of State Police** to exempt from the classified service one (1) Analyst position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2025, through September 2, 2029. **The Commission unanimously granted the request.**
- 4) Request of **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, one (1) Executive Assistant Position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2025, through October 1, 2029. **The Commission unanimously granted the request.**
- 5) Request of the **Louisiana Department of Health--Medical Vendor Administration**, to exempt from the classified service, one (1) Executive Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2025, through September 30, 2029. **The Commission unanimously granted the request.**
- 6) Request of the **Louisiana Department of Health - Office of the Secretary** to exempt from the classified service, one (1) Legislative Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2025, through September 2, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Office of Juvenile Justice** to exempt from the classified service, fourteen (14) positions in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2025, through July 22, 2028. **The Commission unanimously granted the request.**
- 8) 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 September 3, 2025. **The Commission unanimously granted the request.**
- 9) Request of the **Northwest Louisiana Human Services District** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 3, 2025. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Revenue** to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective September 3, 2025. **The Commission unanimously granted the request.**
- 11) Request of **Louisiana State University A&M College** to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective September 3, 2025. **The Commission unanimously granted the request.**

Please note that Items #12 and #13 were unanimously approved en globo.

- 12) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of Motor Vehicles**, to establish a Special Entrance Rate policy for Motor Vehicle job titles in accordance with State Civil Service Rule 6.5(b).

In addition, the **Department of Public Safety and Corrections, Public Safety Services-Office of Motor Vehicles**, requests to rescind a Premium Pay policy for difficult work environment/location for the Baton Rouge, Harvey, Lafayette, Shreveport, and New Orleans Veterans locations, effective September 3, 2025. **The Commission unanimously granted the request.**

- 13) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of Motor Vehicles**, for forty-eight (48) Individual Pay Adjustments in accordance with State Civil Service Rule 6.16(c), effective September 3, 2025. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana Department of Children and Family Services** to amend a Special Entrance Rate policy for Child Welfare job titles, in accordance with State Civil Service Rule 6.5(b), effective September 3, 2025. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Children and Family Services** to amend a Premium Pay policy for Child Welfare job titles, in accordance with State Civil Service Rule 6.16(a), effective September 3, 2025. **The Commission unanimously granted the request.**
- 16) Request of the **Louisiana Department of Transportation and Development** to amend its Special Entrance Rate policy for DOTD Enforcement job titles in accordance with State Civil Service Rule 6.5(b), effective August 4, 2025. **The Commission unanimously granted the request.**

Please note that Items #17, #18, #19, #20 and #21 were unanimously approved en globo.

- 17) Request of the **Louisiana Department of Veterans Affairs** to establish a Special Entrance Rate policy for Long Term Care Hospital job titles in accordance with State Civil Service Rule 6.5(b), effective September 3, 2025. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Department of Veterans Affairs** to amend its Special Entrance Rate policy for Nursing Assistant Supervisor job titles in accordance with State Civil Service Rule 6.5(b), effective June 23, 2025. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Veterans Affairs** to amend its Premium Pay policy for Nursing Assistant Supervisor jobs in accordance with State Civil Service Rule 6.16(a), effective June 23, 2025. **The Commission unanimously granted the request.**
- 20) Request of the **Louisiana Department of Veterans Affairs** to amend its Special Entrance Rate policy for Veterans Assistance job titles in accordance with State Civil Service Rule 6.5(b), effective June 23, 2025. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Veterans Affairs** to amend its Premium Pay policy for Veterans Assistance job titles in the Contact Assistance section in accordance with State Civil Service Rule 6.16(a), effective June 23, 2025. **The Commission unanimously granted the request.**
- 22) Request of the **Louisiana Department of Wildlife and Fisheries – Office of Wildlife** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 3, 2025. **The Commission unanimously granted the request.**
- 23) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)**, for authority under the provisions of State Civil Service Rule 23.6(a) and (b) to allow Marcus Porter, Administrative Coordinator 2, 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 September 3, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of September 3, 2025.**

- 24) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** 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, 2025, through September 29, 2026. **The Commission unanimously granted the request.**
- 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 granted the request.**
- 26) Report on **State Civil Service** Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, for all hours worked, 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.**
- 27) Compliance Audit Quarterly Report
- David Wade Correctional Center
 - Department of Public Safety and Corrections, Public Safety Services
 - Louisiana State Employees’ Retirement System
 - Allen Correctional Center
 - Pinecrest Supports and Services Center
 - Raymond Laborde Correctional Center
 - Louisiana State Penitentiary
 - Louisiana Department of Agriculture and Forestry
 - Louisiana Correctional Institute for Women
 - Dixon Correctional Institute
 - Department of Public Safety and Corrections, Corrections Services
 - Rayburn Correctional Center
 - Department of Corrections-Prison Enterprises

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Department of Corrections—Prison Enterprises was recognized for achieving a perfect compliance report.

- 28) 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:

- Ashley Ferguson, Louisiana Department of Health
 - Keegan H. Hayes, Louisiana Department of Health
 - Sachie U. Nimtz, Louisiana Department of Health
 - Jacoba G. Perkins, Louisiana Department of Health
 - Danielle J. Stevenson, Louisiana Department of Health
 - Azilethea O. Wesley, Louisiana Department of Health
- **Director’s Report**
 - (1) **Appeals Update:** Over the past year, the Director and General Counsel convened an “Attorney Workgroup” composed of state agency attorneys to evaluate a potential Alternative Dispute Resolution (ADR) program, review the current appeals process, and identify opportunities for efficiency. In addition,

surveys were conducted of recent appellants, their attorneys, and the state agencies that imposed disciplinary actions to solicit their feedback. Based on the feedback gathered, the Director recommended the following actions for the Commission's consideration:

- Do not proceed with implementation of a formal ADR program, as stakeholders agreed the existing settlement process is more effective.
- Authorize promulgation of rules to propose increasing attorney fees under C.S.R. 13.35 from up to \$1,500 to up to \$5,000.
- Initiate adjustments to internal processes of the Appeals Division and Rules, incorporating stakeholder feedback from this year and prior Commission comments. The target date for such adjustments should be Spring of 2026, to engage newly appointed Referees, given the anticipated retirements of both existing Referees in February 2026.
- The Commission granted the above referenced requests.

Director Decoteau shared the following improvements implemented in the past year regarding Appeals:

- Launched a new training program, "Managing the Problem Employee," delivered to agency attorneys and HR professionals.
- Expanded Appeals Training sessions (previously limited to HR staff) to include agency attorneys, with additional sessions scheduled to meet demand.
- Reviewed and revised all disciplinary FAQs and Job Aids in the HR Handbook. The updated materials will be available on the SCS website by year-end.

(2) The Department requested to promulgate rules to allow e-signatures for Commissioners when acting in their judicial authority. The Commission granted the request.

(3) The annual Preventing Sexual Harassment Training and Governmental Ethics Training, mandatory for all public employees, is due no later than December 31, 2025.

(4) Sherri Gregoire, General Counsel, provided an update on Act 384 (2024), which orders the State Civil Service Commission and Civil Service Commission of the City of New Orleans to cooperatively develop a plan to transfer the New Orleans Sewerage and Water Board employees into the State Civil Service system by August 1, 2025. Finding the law to be valid and enforceable and finding that the Civil Service Commission of the City of New Orleans has failed and refused to comply with Act 384, the Commission directed Ms. Gregoire to prepare a Petition for Writ of Mandamus for filing and to be reviewed at its October 1, 2025, meeting. Further, the Commission directed that Director Decoteau and Ms. Gregoire may continue efforts to informally resolve this matter prior to litigation being filed to enforce the Act's provisions.

(5) Ms. Gregoire requested to promulgate rules to amend Chapter 1 (Definitions) and Chapter 11 (Forms of Leave) to include the "State Guard". These rules would be scheduled to be promulgated before the end of 2025. The Commission approved the request.

(6) Dr. Dana LeBherz, SCS Learning, Performance, and Culture Division Administrator, provided an overview of the upcoming Instructor Certification Program, which is designed to certify Agency Training and Development Leaders to deliver CPTP courses within their own agencies. The program's goal is to expand course availability and allow for greater customization to meet agency-specific needs.

(7) Nicole Tucker, SCS Chief Operating Officer, announced that in recognition of its innovative hiring practices, Louisiana State Civil Service received the prestigious 2025 Advancing the HR Profession Award from the National Association of State Personnel Executives during their 2025 Annual Meeting in Kentucky. This award was presented to the department in recognition of its innovative State Civil Service Hiring Framework.

(8) Samantha Harris, State Civil Service Human Resources Director, was recognized for receiving the Louisiana Chapter of Public Sector Human Resources Association's (PSHRA) prestigious Allen Award for 2025. The Allen award recognizes outstanding chapter members for their service to PSHRA and the overall HR Community. Mrs. Harris has been an active member and prior President of the Association.

- 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 11:14 a.m. on September 3, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman