



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, JULY 1, 2026  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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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 9:13 a.m. on Wednesday, July 1, 2026. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candace Carter, Thomas Grimstad, Jo Ann Nixon and Codi Plaisance. Commissioner Craig Netteville was absent.

- Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.
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- 1) Consideration of the **Minutes** of the Commission meeting held June 3, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adopt the meeting minutes from July 3, 2026.**

**At the request of Director Decoteau, items #20 and #21 were the first of the agency requests to be heard on the agenda.**

- 20) Request of the **Louisiana Department of Agriculture and Forestry** to establish a Special Entrance Rate policy for the Forestry job series, in accordance with State Civil Service Rule 6.5(b), effective July 1, 2026.
- 21) Request of the **Louisiana Department of Agriculture and Forestry** to establish a Premium Pay policy for Forestry job titles, in accordance with State Civil Service Rule 6.16(a), effective July 1, 2026.

**Mike Strain, Commissioner of the Louisiana Department of Agriculture and Forestry, addressed the Commission regarding items #20 and #21. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant, en globo, the requests of the Louisiana Department of Agriculture and Forestry to establish a Special Entrance Rate policy for the Forestry job series, in accordance with State Civil Service Rule 6.5(b), effective July 1, 2026 and to establish a Premium Pay policy for Forestry job titles, in accordance with State Civil Service Rule 6.16(a), effective July 1, 2026.**

- 2) Request of **Louisiana State University A&M College (LSU)** to appear before the SCS Commission to request approval to amend an existing food service contract to outsource cafeteria operations at the LSU Laboratory School. **Rob Lyles, Director of the LSU Laboratory School, addressed the Commission regarding the request and answered questions. On motion duly made by Vice Chairman Hughes, seconded by Commissioners Carter and Grimstad and unanimously passed, the Commission voted to grant the request**

of Louisiana State University A&M College (LSU) to amend an existing food service contract to outsource cafeteria operations at the LSU Laboratory School.

- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2026-026)

- 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 were none. Janelle Haynsworth, Compensation Program Manager, presented the proposed changes. Ms. Haynsworth informed the Commission of one comment received from Michael Matherne, Louisiana Tax Commission Administrator, who would like to retain the Tax Commission Administrator job title referenced in Exhibit C of General Circular 2026-026.

On motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to approve the pay plan proposals for Exhibits A and B, and the Director will set the implementation date. On motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to approve Exhibit C as published without job code 161230 (Tax Commission Administrator) and the Director will set the implementation date. On motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to ratify Exhibit D with an effective date of May 8, 2026.

- 4) **Public Hearing** to consider Proposed changes to Civil Service Rules 11.23.1 and 11.23.2, and Proposed Adoption of Civil Service Rule 11.37 (Details contained in General Circular Number 2026-027 and General Circular Number 2026-030—Supplemental Promulgation)

- Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission as published in General Circular Number 2026-027 and General Circular Number 2026-030—Supplemental Promulgation. After providing for public comments, to which there were none, on motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission adopted the changes to Civil Service Rules 11.23.1 and 11.23.2. After providing for public comments, to which there were none, on motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission adopted Civil Service Rule 11.37. The adopted rules will be forwarded to the Governor for final approval.

- 5) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Program Assistant positions to work up to 2,080 hours in a 12-month appointment period, effective July 1, 2026, through June 30, 2027. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH) to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Program Assistant positions to work up to 2,080 hours in a 12-month appointment period, effective July 1, 2026, through June 30, 2027.

- 6) Request of the **Department of Public Safety and Corrections, Public Safety Services— Office of State Fire Marshal**, to exempt from the classified service one (1) Superintendent position, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through December 6, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Department of Public Safety and Corrections, Public Safety Services— Office of State Fire Marshal, to exempt from the classified service one (1) Superintendent position, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through December 6, 2026.

- 7) Request of the **Department of Transportation and Development** to exempt one (1) Chief Operating Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Department of Transportation and Development to exempt one (1) Chief Operating Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030.*
- 8) Request of the **Department of Transportation and Development** to exempt from the classified service, one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Department of Transportation and Development to exempt from the classified service, one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030.*
- 9) Request of the **Louisiana Department of Culture, Recreation, and Tourism, Office of the Secretary**, to exempt from the classified service, two (2) Manager positions in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2028. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Culture, Recreation, and Tourism, Office of the Secretary, to exempt from the classified service, two (2) Manager positions in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2028.*
- 10) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt two (2) Administrator positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, Office of the Secretary, to exempt two (2) Administrator positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through June 30, 2030.*
- 11) Request of the **Louisiana Department of Health**, to exempt from the classified service, one (1) Special Counsel position in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through July 8, 2029. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health, to exempt from the classified service, one (1) Special Counsel position in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through July 8, 2029.*
- 12) Request of the **Louisiana Department of Insurance** to extend authority to exempt seven (7) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2026, through July 5, 2030. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Insurance to extend authority to exempt seven (7) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2026, through July 5, 2030.*
- 13) Request of **Louisiana Economic Development** to exempt one (1) Special Project Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through December 14, 2028. *On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Louisiana Economic Development to exempt one (1) Special Project Officer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2026, through December 14, 2028. Also, as recommended by State*

Civil Service, the Commission revoked authority for one previously approved position, position number 50681316.

- 14) Request of the **Louisiana School Employees' Retirement System** to extend authority to exempt from the classified service, one (1) Chief Investment Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through September 2, 2030. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana School Employees' Retirement System to extend authority to exempt from the classified service, one (1) Chief Investment Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through September 2, 2030.**
- 15) Request of the **Louisiana School Employees' Retirement System** to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through September 2, 2030. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana School Employees' Retirement System to extend authority to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2026, through September 2, 2030.**
- 16) Request of the **Division of Administration** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Division of Administration to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026.**
- 17) Request of **Louisiana State University - New Orleans**, to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Louisiana State University - New Orleans, to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026.**
- 18) Request of the **State Board of Certified Public Accountants** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the State Board of Certified Public Accountants to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 1, 2026.**
- 19) 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, 2026, through June 30, 2027. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the 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, 2026, through June 30, 2027.**
- 22) Request of the **Patient's Compensation Fund** to establish a Special Entrance Rate policy for the State Risk Adjuster job series, in accordance with State Civil Service Rule 6.5(b), effective July 20, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Patient's Compensation Fund to establish a Special Entrance Rate policy for the State Risk Adjuster job series, in accordance with State Civil Service Rule 6.5(b), effective July 20, 2026.**

- 23) Request of **Louisiana State University - New Orleans**, to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of Louisiana State University - New Orleans, to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 1, 2026.**
- 24) Request of the **Louisiana Social Work Examiner's Board** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Louisiana Social Work Examiner's Board to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 1, 2026.**
- 25) Request of the **Department of Conservation and Energy, Office of Conservation (DCE)**, to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2026, through July 31, 2027. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Department of Conservation and Energy, Office of Conservation (DCE), to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2026, through July 31, 2027.**
- 26) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** to extend the job appointment of Jamie Donaldson, Program Manager 1-B – LDH, in accordance with State Civil Service Rule 23.5(a), effective July 18, 2026, through July 17, 2027. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH) to extend the job appointment of Jamie Donaldson, Program Manager 1-B – LDH, in accordance with State Civil Service Rule 23.5(a), effective July 18, 2026, through July 17, 2027.**
- 27) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** to extend the job appointment of Karen McCarvy, Program Manager 1-A – LDH, in accordance with State Civil Service Rule 23.5(a), effective July 25, 2026, through July 24, 2027. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH) to extend the job appointment of Karen McCarvy, Program Manager 1-A – LDH, in accordance with State Civil Service Rule 23.5(a), effective July 25, 2026, through July 24, 2027.**
- 28) Request of the **Louisiana Department of Wildlife and Fisheries – Office of Wildlife (LDWF)** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Alexander McPhee, classified WAE Biologist 1, to work an additional 400 hours within the 12-month appointment period, effective July 1, 2026. **On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Wildlife and Fisheries – Office of Wildlife (LDWF) for authority under the provisions of State Civil Service Rule 23.6(a) to allow Alexander McPhee, classified WAE Biologist 1, to work an additional 400 hours within the 12-month appointment period, effective July 1, 2026. This approval does not cover any hours worked in excess of 1,245 prior to the Commission date of July 1, 2026.**
- 29) State Civil Service Rule 6.5(c) and 6.5(g) Exceptions **Director Decoteau informed the Commission that eight total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between March 20, 2026, through June 15, 2026.**

30) 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 for the period of May 22, 2026, through June 18, 2026.

- Director's Report

There was no report.

- 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.)

There being no further business, on motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the meeting adjourned at 11:15 a.m. on July 1, 2026.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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J. Stewart Gentry, Chairman