



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,  
DECEMBER 11, 2012 HAS BEEN CANCELLED

**ACTIONS / MINUTES**

**AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS MEETING**  
**WEDNESDAY, DECEMBER 12, 2012**  
**9:00 A.M.**

SHANNON S. TEMPLET  
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 MEETING AT 9:05 A.M. ON WEDNESDAY, DECEMBER 12, 2012. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KENNETH POLITE, D. SCOTT HUGHES, G. LEE GRIFFIN, C. PETE FREMIN, AND SIDNEY TOBIAS.**

- Employee Opportunity to Address the Commission. (No Attachment) SEE ITEM NUMBER 8 AND NUMBER 11.

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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 adoption of proposed amendments to Civil Service Rules 1.19.1, 1.24.01, 5.6.1, 17.6, 17.15, 17.18, 17.23, 23.4 and 24.2; to repeal 1.20.002, 1.20.1.1, 2.16 and 6.14.1; And to adopt 1.24.004. (Details contained in General Circular 2012-029.) THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2012-029.

**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED AMENDMENTS TO CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2012-029 AND ADOPTED CHANGES AS AMENDED DURING PUBLIC HEARING, TO CIVIL SERVICE RULE 23.4(C), EFFECTIVE DECEMBER 12, 2012.**

- 2) Request of the Housing Authority of St. Martinville to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 12, 2012. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Pontchartrain Levee District to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 12, 2012. State Civil Service recommends approval. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 4) Request of the Pontchartrain Levee District to grant an Individual Pay Adjustment, in the amount of \$396.80 bi-weekly, to Kenneth Steib, Sr., Levee Board Operations Superintendent, in accordance with State Civil Service Rule 6.16(c), effective December 17, 2012. **State Civil Service recommends approval a 5% Optional Pay adjustment, in the amount of \$128.80 bi-weekly, in accordance with State Civil Service Rule 6.16.2 and State Civil Service precedent.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED A 5% OPTIONAL PAY ADJUSTMENT UNDER THE PROVISIONS OF STATE CIVIL SERVICE RULE 6.16.2, AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE DECEMBER 17, 2012.**
- 5) Consideration of the Minutes of the Commission Meeting held on November 14, 2012. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 6) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Department of Corrections – Prison Enterprises
  - LSU Agricultural Center
  - Housing Authority of Lake Charles
  - LA Schools for the Deaf & Visually Impaired
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 7) Request of the Houma Terrebonne Housing Authority for an extension of the job appointment for Perry Mart, Sr., Maintenance Repairer 1, in accordance with State Civil Service Rule 23.5(a), effective January 5, 2013 through January 4, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Request of the Office of Behavioral Health to speak to the Commission regarding outsourcing of inpatient services for 32 adult acute and 50 child/adolescent beds at Southeast Louisiana Hospital. **Commission action is required.** (Dr. Anthony Speier, Assistant Secretary of OBH to sign-in upon arrival in order to address the Commission.) **DR. SPEIER PROVIDED THE COMMISSION WITH DETAILS REGARDING PROPOSED CONTRACT OUTSOURCING OF INPATIENT SERVICES FOR SPECIFIED BEDS AT SOUTHEAST LOUISIANA HOSPITAL.**
- THE COMMISSION RECEIVED COMMENTS FROM FOUR INDIVIDUALS REGARDING THIS MATTER.**
- ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF FOUR TO THREE; THE COMMISSION APPROVED THE PROPOSED CONTRACT. COMMISSIONERS KENNETH POLITE, C. PETE FREMIN AND SIDNEY TOBIAS OPPOSED.**
- 9) Request of State Civil Service to ratify the approval of layoff avoidance measures, in accordance with State Civil Service Rule 17.6, for the following agencies that submitted Layoff Avoidance plans after October 1, 2012: New Orleans Center for Creative Arts; Louisiana Public Broadcasting; and Louisiana School for Math, Science and the Arts. **State Civil Service recommends ratification of each of these plans, which were given interim approval by the Director, with an effective date of October 1, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**

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**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, DECEMBER 12, 2012**

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- 10) Request of the Southeast Louisiana Flood Protection Authority – East to exempt (1) Superintendent of Police position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, with on-going authority, effective December 1, 2012. **State Civil Service recommends approval of this exemption for a period of five years, effective December 12, 2012 through December 11, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE FOR A PERIOD OF FIVE YEARS, EFFECTIVE DECEMBER 12, 2012 THROUGH DECEMBER 11, 2017.** (Position number and resume for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov) . Please use **Request #6876** as the reference when transmitting this information.
- 11) Request of the Department of Health and Hospitals, Office of the Secretary for an exception to State Civil Service Rule 17.3 and 17.24. **State Civil Service recommends approval of exceptions to layoff rules, effective December 12, 2012.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER HEARING FROM THE AGENCY AND RECEIVING COMMENTS FROM ONE INDIVIDUAL REGARDING THIS MATTER, THE COMMISSION GRANTED THE REQUEST.**
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• Director's Report

- **MAKAYLA HARRIS PRESENTED THE COMMISSION WITH THE HEALTHCARE POOL QUARTERLY REPORTS.**
  - **DIRECTOR SHANNON TEMPLET UPDATED THE COMMISSION REGARDING STATE CIVIL SERVICE STAFF CHANGES.**
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- **Consideration of a motion to adjourn for Executive Session to discuss personnel matters and to consider Applications for Review of Civil Service Appeals. (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.**
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**THE MEETING ADJOURNED FOR EXECUTIVE SESSION AT 10:55 A.M. ON WEDNESDAY, DECEMBER 12, 2012.**

**THE STATE CIVIL SERVICE COMMISSION RECONVENED ITS MONTHLY MEETING AT 12:10 P.M. ON WEDNESDAY, DECEMBER 12, 2012. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN, AND SIDNEY TOBIAS. ABSENT WERE COMMISSIONERS KENNETH POLITE AND G. LEE GRIFFIN.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION GRANTED CHAIRMAN DAVID DUPLANTIER AUTHORITY TO APPOINT THE INTERIM STATE EXAMINER AS REQUIRED BY LAW PRIOR TO FEBRUARY 1, 2012.**

**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:13 P.M. ON WEDNESDAY, DECEMBER 12, 2012.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**