

**MINUTES / ACTIONS****AGENDA**
STATE CIVIL SERVICE COMMISSION
TUESDAY, MAY 7, 2013
1:00 P.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 1:07 P.M. ON TUESDAY, MAY 7, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN, AND SIDNEY TOBIAS. COMMISSIONERS G. LEE GRIFFIN AND KENNETH POLITE WERE ABSENT.

- Employee Opportunity to Address the Commission. (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) **1:00 P.M.** Public hearing of the appeal of **DAVID BLANCHARD vs. DEPARTMENT OF HEALTH AND HOSPITALS, DOCKET NO. S-17059**. Jill Craft is representing the employee, Fernin Eaton is representing the Department of Health and Hospitals and Wayne R. Crouch is representing the Office of the State Fire Marshal. **THE APPEAL WAS HEARD AND TAKEN UNDER ADVISEMENT.**

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 3:55 P.M., UNTIL WEDNESDAY, MAY 8, 2013.

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MAY 8, 2013
9:00 A.M.

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED THE CONTINUATION OF ITS MONTHLY GENERAL BUSINESS MEETING AT 9:14 A.M. ON WEDNESDAY, MAY 8, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, KENNETH POLITE, C. PETE FREMIN, AND SIDNEY TOBIAS.

- Employee Opportunity to Address the Commission. (No Attachment)

- Mr. Hall Morrison wishes to speak to the Commission
 - Dr. Richard Baker
 - Ms. Sonya Robinson
 - Ms. Beth Hayes
 - Ms. Mary Ann Harmon
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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:

- 2) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN.**
- 3) Public hearing to consider adoption of proposed amendments to State Civil Service Rules 1.5.2, 1.5.3, 1.33, 3.1(e), 3.1(o), 4.1(c), 6.29 and to repeal State Civil Service Rules 1.15.1.01, 1.15.2.1.01, 1.18.1.01, 1.20.0001 and 16.18; and to adopt State Civil Service Rule 2.9(h). (Details contained in General Circular 2013-009 UPDATE.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2013-009 UPDATE.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED AMENDMENTS TO CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2013-009 UPDATE, ALL WITH AN EFFECTIVE DATE OF JULY 1, 2013.

- 4) Request of the Abbeville Harbor and Terminal District to exempt from the classified service, one (1) Director of Development position, in accordance with State Civil Service Rule 4.1(d)2, with on-going authority effective May 8, 2013. **State Civil Service recommends approval to exempt this position for a period of five years, effective May 8, 2013 through May 7, 2018.** (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 MAY 8, 2013 THROUGH MAY 7, 2018.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC050813#4** as the reference when transmitting this information.
- 5) Request of the Housing Authority of the City of Opelousas to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective May 8, 2013. **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.**
- 6) Request of the Department of Public Safety and Corrections, Correction Services to amend the Special Entrance Rate for Social Workers 1-3; and establish a Special Entrance Rate for Social Workers 4 at Avoyelles Correctional Center, in accordance with State Civil Service Rule 6.5(b), to be effective April 15, 2013. **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.**

- 7) Consideration of the Minutes of the Commission Meeting held on April 2-3, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 8) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Capital Area Human Services District
 - Department of Corrections – Rayburn Correctional Center
 - Louisiana Department of State
 - Eastern Louisiana Mental Health System
 - Louisiana Department of Insurance
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
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SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, MAY 8, 2013

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 9) Request of the Department of State, Secretary of State to establish Premium Pay in the amount of up to \$2.00 per hour, for hours worked when performing duties for the commercial front desk, in accordance with State Civil Service Rule 6.16(a), effective May 8, 2013. **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.**
- 10) Request of the Department of Agriculture and Forestry to establish a Dual Career Ladder policy, in accordance with State Civil Service Rule 5.9, effective May 8, 2013. **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.**
- 11) Request of the Department of Economic Development to extend the exemption authority for (3) three Special Project Officer positions from the state classified service for the Accent Building in Monroe, in accordance with State Civil Service Rule 4.1(d)2, effective May 7, 2013 through May 6, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN**
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- Director's Report
 - **DIRECTOR TEMPLET INFORMED THE COMMISSION OF THE START OF A PILOT PROGRAM BETWEEN THE STAFFING DIVISION AND A COUPLE OF AGENCIES TO BEGIN WORKING THEIR OWN JOB POSTINGS IN LA CAREERS.**

- ***DIRECTOR TEMPLET RECOGNIZED RAINETTE STEPHENS AND THE STAFFING DIVISION FOR RECEIVING AN AWARD FOR OUTSTANDING SERVICE TO THE PUBLIC SECTOR & HUMAN RESOURCES PROFESSION GIVEN BY THE SECTION ON PERSONNEL ADMINISTRATION & LABOR RELATIONS OF THE AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION.***
 - ***DEPUTY DIRECTOR, BYRON DECOTEAU, JR., PRESENTED THE COMMISSION WITH DETAILS CONCERNING PROPOSED RULE CHANGES; THE COMMISSION DIRECTED STATE CIVIL SERVICE TO PROMULGATE PROPOSED RULES AND SET FOR PUBLIC HEARING AT THE JUNE COMMISSION MEETING.***
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- **Consideration of a motion to adjourn for Executive Session 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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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:45 A.M. ON WEDNESDAY, MAY 8, 2013.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN