



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,  
SEPTEMBER 3, 2013 HAS BEEN CANCELLED

**MINUTES / ACTIONS**

**AGENDA**

**STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, SEPTEMBER 4, 2013  
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 GENERAL BUSINESS MEETING AT 9:10 A.M. ON WEDNESDAY, SEPTEMBER 4, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES AND C. PETE FREMIN. COMMISSIONERS KENNETH POLITE AND SIDNEY TOBIAS WERE ABSENT.**

- Opportunity for Public Comment (No Attachment)

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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) Request for Commission approval of Suspension Pending Criminal Proceedings of Kimberly Gantt Howard by the Louisiana State University Health Sciences Center – Shreveport (LSUHSC-S). **THE COMMISSION CONDUCTED A PUBLIC HEARING TO THIS REQUEST AND WAS TAKEN UNDER ADVISEMENT.**
- 2) Request for Commission approval of Suspension Pending Criminal Proceedings of George D. Stennett by the Department of Public Safety and Corrections – Corrections Services. **COMMISSIONER C. PETE FREMIN RECUSED HIMSELF IN THIS MATTER DUE TO A POSSIBLE CONFLICT THAT MAY ARISE FROM THIS CASE AND IT MAY COME BEFORE HIM IN HIS EMPLOYMENT CAPACITY AS A PROBATION AND PAROLE REGIONAL ADMINISTRATOR. THE COMMISSION CONDUCTED A PUBLIC HEARING TO THIS REQUEST AND WAS TAKEN UNDER ADVISEMENT.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; AT 9:52 A.M., THE COMMISSION AGREED TO ADJOURN FOR A FIFTEEN MINUTE EXECUTIVE SESSION, TO CONSIDER THE TWO REQUESTS FOR SUSPENSION PENDING CRIMINAL PROCEEDINGS LISTED ABOVE.**

**THE STATE CIVIL SERVICE COMMISSION RE-CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 10:08 A.M. ON WEDNESDAY, SEPTEMBER 4, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES AND C. PETE FREMIN. COMMISSIONERS KENNETH POLITE AND SIDNEY TOBIAS WERE ABSENT.**

**REGARDING AGENDA ITEM #1:** Request for Commission approval of Suspension Pending Criminal Proceedings of Kimberly Gantt Howard by the Louisiana State University Health Sciences Center – Shreveport (LSUHSC-S). **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED (5-0); THE COMMISSION GRANTED THE REQUEST.**

**REGARDING AGENDA ITEM #2:** Request for Commission approval of Suspension Pending Criminal Proceedings of George D. Stennett by the Department of Public Safety and Corrections – Corrections Services. *COMMISSIONER C. PETE FREMIN RECUSED HIMSELF IN THIS MATTER DUE TO A POSSIBLE CONFLICT THAT MAY ARISE FROM THIS CASE AND IT MAY COME BEFORE HIM IN HIS EMPLOYMENT CAPACITY AS A PROBATION AND PAROLE REGIONAL ADMINISTRATOR.* **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED (4-0); THE COMMISSION GRANTED THE REQUEST OF THE AGENCY WITH THE CONDITION THAT THE EMPLOYEE BE ALLOWED THE USE ALL HIS PAID LEAVE BEFORE PROCEEDING WITH THIS ACTION.**

- 3) Request of the LSU Health Sciences Center to address the Commission regarding the proposed outsourcing of LSU Health Sciences Center – Shreveport and E.A. Conway. **Commission Action Required.** (John Dailey JD MPA, Vice Chancellor for Administration and Hugh Mighty MD MBA, Vice Chancellor for Clinical Affairs to sign in at door upon arrival.) **AFTER PRESENTATION FROM LSU HEALTH SCIENCES CENTER AND RECEIVING PUBLIC COMMENTS; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF LSUHSC-SHREVEPORT AND E.A. CONWAY BY A VOTE OF 4-1. (COMMISSIONER FREMIN OPPOSED).**
- 4) Request of the Teachers’ Retirement System of Louisiana to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for an Investment Director of Alternatives, position #50391448, to be effective September 4, 2013 through September 3, 2017. **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. (Original Request #5573)**
- 5) Request of the Teachers’ Retirement System of Louisiana to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for an Investment Director of Public Markets, position #50391478, to be effective September 4, 2013 through September 3, 2017. **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. (Original Request #5573)**
- 6) Request of the Office of Juvenile Justice for unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for an Administrator position, to be effective September 4, 2013. **State Civil Service recommends approval effective September 4, 2013 through September 3, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE SEPTEMBER 4, 2013 THROUGH SEPTEMBER 3, 2017.** (Position number and resume for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov) . Please use **CSC 09-04-13 #6** as the reference when transmitting this information.
- 7) Request of the University of New Orleans to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 4, 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.**

- 8) Request of the Louisiana Public Service Commission to amend its Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective September 4, 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.**
- 9) Request of the Department of Public Safety and Corrections, Corrections Services to extend the leave of absence for Louisiana State Penitentiary employee, Cynthia Palmer, an additional six (6) months, in accordance with State Civil Service Rule 11.21.1(b), effective August 12, 2013 through February 11, 2014. *State Civil Service Director granted interim approval on July 30, 2013, from August 12, 2013 through September 4, 2013.* **State Civil Service recommends ratification of the Director's interim approval, and also recommends approval of this extension from September 4, 2013 through February 11, 2014.** (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 AND GRANTED THE REQUEST.**
- 10) Request of the Louisiana Public Service Commission to amend its Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective September 4, 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 State Civil Service to ratify, in accordance with State Civil Service Rule 17.3, an exception to State Civil Service Rule 17.15(e), to the *Office of Adult and Aging Services, Rapides Parish layoff plan.* **State Civil Service recommends ratification of the Director's interim approval, which was given on July 30, 2013, with an effective date of August 18, 2013.** (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.**
- 12) Request of the Louisiana Professional Engineering and Land Surveying Board (LAPELS) for retroactive approval of a layoff avoidance measure to withhold performance adjustments for Fiscal Year 2012-2013, in accordance with State Civil Service Rule 17.6. **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.**
- 13) Request of the Housing Authority of the City of Lake Charles for retroactive approval of an amended layoff avoidance measure to withhold performance adjustments, effective January 1, 2013 through June 30, 2013, in accordance with State Civil Service Rule 17.6. **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.**
- 14) Consideration of the Minutes of the Commission Meeting held on July 17, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 15) Request of the Board of Examiners of Nursing Facility Administrators to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 4, 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.**

- 16) Request of the Office of State Examiner to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 4, 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.**
- 17) Request of the Louisiana State University – Baton Rouge to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective September 4, 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.**
- 18) Request of the Department of Transportation and Development to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for a Special Projects Assistant, position #50359754, effective September 14, 2013 through September 13, 2017. **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.** (Original Request #3203)
- 19) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Alexandria Housing Authority
  - Louisiana State University Health Sciences Center – Shreveport
  - Louisiana Economic Development
- (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, SEPTEMBER 4, 2013**

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- 20) Request of the Teachers' Retirement System of Louisiana to amend its Special Entrance Rate policy for the Retirement Benefits Series under the provisions of State Civil Service Rule 6.5(b), with an effective date of October 1, 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.**
- 21) Request of the Westwego Housing Authority for retroactive approval of a layoff avoidance measure to withhold performance adjustments for Fiscal Year 2012-2013, in accordance with State Civil Service Rule 17.6. **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.**
- 22) Request of the Department of Revenue to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 4, 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.**

- 23) Request of the Department of Revenue to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 4, 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.**
- 24) Request of the Office of Juvenile Justice for an exception to State Civil Service Rule 11.18(a), for Elizabeth Touchet-Morgan, Deputy Assistant Secretary 2, effective April 22, 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.**
- 25) Request of the Louisiana Schools for the Deaf and Visually Impaired as well as the Louisiana Special Education Center, hereby known as Louisiana Special Schools, to establish a Rewards and Recognition policy, in accordance with State Civil Service Rule 6.16.1, effective September 4, 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.**
- 26) Request of the Louisiana Schools for the Deaf and Visually Impaired as well as the Louisiana Special Education Center, hereby known as Louisiana Special Schools, to establish an Optional Pay policy, in accordance with State Civil Service Rule 6.16.2, effective September 4, 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.**
- 27) Request of the Louisiana Schools for the Deaf and Visually Impaired as well as the Louisiana Special Education Center, hereby known as Louisiana Special Schools, to establish a Perquisites policy, in accordance with State Civil Service Rule 6.3.1, effective September 4, 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.**
- 28) Request of the Department of State, Secretary of State to exempt from the classified service, one (1) Executive Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2013. **State Civil Service recommends approval effective September 4, 2013 through January 11, 2016.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EFFECTIVE SEPTEMBER 4, 2013 THROUGH JANUARY 11, 2016.**
- 29) Request of the Office of Juvenile Justice (OJJ) for three (3) exceptions to the Chapter 21 Overtime rules: **State Civil Service recommends approval of these exceptions.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS FOR THREE EXCEPTIONS.**

<sup>1</sup> In accordance with State Civil Service Rule 21.13, OJJ requests an exception to Rule 21.11(a) in order to carry forward straight compensatory leave from fiscal year 2012-2013 forward, up to 540 hours for Security and Law Enforcement positions.

<sup>2</sup> In accordance with State Civil Service Rule 21.13, OJJ requests an exception to Rule 21.11(b), to allow an additional 90 days from September 30, 2013 to allow FLSA Non-

Exempt employees the use of straight compensatory leave in excess of the 360/540 hour cap.

- <sup>3</sup> In accordance with State Civil Service Rule 21.13, OJJ requests an exception to Rule 21.11(c), to allow an additional 90 days from September 30, 2013 to allow FLSA Exempt employees the use of straight compensatory leave in excess of the 360/540 hour cap.

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- Director's Report
    - **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION THAT THE DEPARTMENT OF STATE CIVIL SERVICE RECEIVED THE EVA N. SANTOS COMMUNICATIONS AWARD FOR REALISTIC JOB PREVIEW VIDEO'S AWARDED BY NASPE IN JULY 2013.**
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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 11:41 A.M. ON WEDNESDAY, SEPTEMBER 4, 2013.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**