



**STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,  
FEBRUARY 4, 2014 HAS BEEN CANCELLED**

**MINUTES / ACTIONS**

**AGENDA**

**STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, FEBRUARY 5, 2014  
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 9:13 A.M. ON WEDNESDAY, FEBRUARY 5, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, C. PETE FREMIN, SIDNEY TOBIAS, AND RONALD CARRERE.**

- 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) Election of Officers: (No Attachment)

Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER DAVID DUPLANTIER TO SERVE AS CHAIRMAN.**

Vice Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER JOHN MCLURE TO SERVE AS VICE CHAIRMAN.**

2) Request of the LSU Health Care Services Division to speak to the Commission regarding the outsourcing of Bogalusa Medical Center in Bogalusa, LA. COMMISSION ACTION REQUIRED. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM LSU HEALTH CARE SERVICES DIVISION; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF BOGALUSA MEDICAL CENTER BY A VOTE OF 6-1. (COMMISSIONER FREMIN OPPOSED)**

3) Request of the Imperial Calcasieu Human Services Authority to speak to the Commission regarding the outsourcing of pharmacy services. COMMISSION ACTION REQUIRED. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM IMPERIAL CALCASIEU HUMAN SERVICES AUTHORITY; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF PHARMACY SERVICES.**

- 4) Request of the Louisiana Housing Corporation for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the state classified service, (1) Director of Public Affairs position, to be effective February 5, 2014 through February 4, 2018. **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.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 02-05-14 #4** as the reference when transmitting this information.)
- 5) Request of State Civil Service to ratify, in accordance with State Civil Service Rule 6.5(b), the amendment of a Special Entrance Rate for the Engineer Intern 1 job title at the Department of Health and Hospitals, Office of Public Health. **State Civil Service recommends ratification of the Director's interim approval, which was given on December 18, 2013, with an effective date of December 16, 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.**
- 6) Request of the Department of Health and Hospitals, Office of Public Health to amend the Special Entrance Rate for Engineer Intern 2, Engineer 3-6 job titles and to establish a Special Entrance Rate for Engineer 7-9 titles, in accordance with State Civil Service Rule 6.5(b), to be effective December 16, 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) Request of the Coastal Protection and Restoration Authority for an exception to State Civil Service Rule 6.5(g) to pay above the third quartile for (1) candidate, effective February 5, 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 Department of Education for an exception to State Civil Service Rule 6.5(g) to pay above the third quartile for (5) candidates, effective February 5, 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.**
- 9) Request of the Hammond Housing Authority to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 5, 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.**
- 10) Request of the Louisiana School Employees' Retirement System to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 5, 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.**
- 11) Request of the Hammond Housing Authority to retroactively approve a layoff avoidance measure to withhold performance adjustments in accordance with State Civil Service Rule 17.6, effective October 1, 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.**

- 12) Request of State Civil Service to ratify the approval of a layoff avoidance measure for the Hammond Housing Authority in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. **State Civil Service recommends ratification of the Director's interim approval and the requested layoff avoidance plan.** (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.**
- 13) Request of State Civil Service to ratify the approval of a layoff avoidance measure for the University of Louisiana at Lafayette, in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2013. **State Civil Service recommends ratification of the Director's interim approval and the requested layoff avoidance plan.** (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.**
- 14) Request of the Acadiana Area Human Services District for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump-sum payment, effective February 17, 2014. **State Civil Service recommends approval based on calculation date of October 1, 2013.** (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, WITH A CALCULATION DATE OF OCTOBER 1, 2013.**
- 15) Request of the Housing Authority of Lake Charles for authority under the provisions of Civil Service Rule 23.6(a), for an additional 500 hours to be worked within the 12-month appointment period, for (12) Classified WAE appointments, effective February 5, 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.**
- 16) Request of the Louisiana Public Service Commission for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 800 hours to be worked within the 12-month appointment period, for Roger Dejean in the Classified WAE position of PSC Enforcement Agent 1, effective February 5, 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.**
- 17) Consideration of the Minutes of the Commission Meeting held on December 11, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 18) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Southeast Louisiana War Veterans' Home
- (Appearance by Melinda Robert of the Department of Civil Service.) **REPORT WAS PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
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**GENERAL BUSINESS SESSION**  
**WEDNESDAY, FEBRUARY 5, 2014**

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

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- 19) Request of the Department of Transportation and Development for Premium Pay of up to \$2.00 per hour, for all hours worked, for Marine Engineers 2, in accordance with State Civil Service Rule 6.16(a), effective February 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.**
- 20) Request of the Department of State, Jefferson Parish Registrar of Voters to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 5, 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.**
- 21) Request of the Department of Health and Hospitals, Office of the Secretary to exempt from the classified service, one (1) Contracts Coordinator position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2014 through February 4, 2018. **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.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 02-05-14 #21** as the reference when transmitting this information.)
- 22) Request of the Department of Education to exempt from the classified service, one (1) Assistant Superintendent position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2014 through November 5, 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.** (Position number for incumbent must be emailed to [misty.mcafee@la.gov](mailto:misty.mcafee@la.gov). Please use **CSC 02-05-14 #22** as the reference when transmitting this information.)
- 23) Request of the Department of Culture, Recreation, and Tourism to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 5, 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.**
- 24) Request of the State Board of Nursing to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 5, 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.**
- 25) Request of the Department of Environmental Quality to establish Premium Pay up to \$6.00 per hour, for all hours worked, for employees in the Environmental Scientist job series in the Radiological Emergency Planning and Response section, in accordance with State Civil Service Rule 6.16(a), effective February 5, 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.**

- 26) Request of the Department of Revenue for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 200 hours to be worked within the 12-month appointment period, for Alma Padilla, Classified WAE Administrative Coordinator 2. **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.**
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- Director's Report
    - **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION ABOUT UPCOMING LEGISLATION REGARDING "BAN THE BOX" ON EMPLOYMENT APPLICATIONS.**
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and pending litigation concerning the Commission. (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 PENDING LITIGATION CONCERNING THE COMMISSION.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:09 A.M. ON WEDNESDAY, FEBRUARY 5, 2014.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**