

**MINUTES / ACTIONS****AGENDA**
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, MARCH 5, 2014
9:00 A.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 9:11 A.M. ON WEDNESDAY, MARCH 5, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN, AND RONALD CARRERE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONERS G. LEE GRIFFIN AND SIDNEY TOBIAS WERE ABSENT.

- Opportunity for Public Comment (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) Request of the Louisiana Supreme Court to appoint Susanne Johnson Inman to serve as the Louisiana Judicial College's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. **State Civil Service recommends approval. THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of the Department of Transportation and Development (DOTD) to speak to the Commission regarding the outsourcing of DOTD's New Orleans Ferries. **Commission Action Required.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM DOTD; THE COMMISSION APPROVED THE PROPOSED OUTSOURCING OF DOTD'S NEW ORLEANS FERRIES.**
- 3) Request of the Louisiana Workforce Commission for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the state classified service, (1) HIRE Project Leader position, effective March 5, 2014 through March 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. Please use **CSC 03-05-14 #3** as the reference when transmitting this information.)
- 4) Request of the Imperial Calcasieu Human Services Authority to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for (1) Specialist position, effective February 1, 2014 through January 31, 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.**

- 5) Request of the Department of Health and Hospitals, Office of Behavioral Health to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for (7) positions, to be effective April 4, 2014 through March 4, 2018. **State Civil Service recommends approval, effective April 4, 2014 through January 11, 2016 to coincide with the end of the Governor's term.** (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, EFFECTIVE APRIL 4, 2014 THROUGH JANUARY 11, 2016 TO COINCIDE WITH THE END OF THE GOVERNOR'S TERM.**
- 6) Request of the Southeast Louisiana Flood Protection Authority-West, West Jefferson Levee District, for a lump sum Optional Pay Adjustment of 3% (with 7% already granted by the agency) for Bradley Bosch, Accounting Technician, in accordance with State Civil Service Rule 6.16.2, effective March 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.**
- 7) Request of the Department of Health and Hospitals to revise its Crisis Leave Pool policy in accordance State Civil Service Rule 11.34, effective March 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 State Civil Service to retroactively approve a layoff avoidance measure to withhold performance adjustments, in accordance with State Civil Service Rule 17.6, for the following agencies, which submitted Layoff Avoidance Plans after October 1, 2012: *Arcadia Housing Authority* and *St. John the Baptist Housing Authority.* **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 State Civil Service to ratify the approval of a layoff avoidance measure for the St. John the Baptist Parish 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 APPROVAL.**
- 10) Request of the Pontchartrain Levee District for an exception under the provisions of State Civil Service Rule 21.9(d), to pay exempt employees of the Maintenance and Police Departments at the time and one-half rate, effective April 1, 2014 through December 31, 2014 during the High Water Season, Hurricane Season, Limestone Hauling, and Annual Levee Inspections of the main line Mississippi River Levee. **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) Consideration of the Minutes of the Commission Meeting held on February 5, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 12) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana State University – Shreveport
 - Southern University - Shreveport(Appearance by Melinda Robert of the Department of Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, MARCH 5, 2014

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

- 13) Request of State Civil Service to ratify the approval of a layoff avoidance measure for Arcadia 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 APPROVAL.**
- 14) Request of the Department of Children and Family Services for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the state classified service, (1) Legislative Assistant position, effective March 10, 2014 through March 9, 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. Please use **CSC 03-05-14 #14** as the reference when transmitting this information.)
- 15) Request of the Winnfield Housing Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 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 Division of Administration for an exception to State Civil Service Rule 24.1 to allow positions transferred to the Division of Administration from other agencies as part of the IT Consolidation to retain the pay mechanisms received at those respective agencies, effective March 17, 2014 through March 16, 2015 or until the consolidation is completed, whichever is sooner. **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 Division of Administration for an exception from the classified service, eight (8) positions in accordance with State Civil Service Rule 4.1(d)2, effective March 17, 2014 through March 16, 2015. **State Civil Service recommends approval effective March 17, 2014 through September 16, 2014 for one (1) position transferring from the Department of Education. The Department recommends approval effective March 17, 2014 through April 1, 2014 for seven (7) positions transferring from the Governor's Office of Homeland Security and Emergency Preparedness.** (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; (1) POSITION TRANSFERRING FROM DOE, EFFECTIVE MARCH 17, 2014 THROUGH SEPTEMBER 16, 2014; AND (7) POSITIONS TRANSFERRING FROM THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, EFFECTIVE MARCH 17, 2014 THROUGH APRIL 1, 2014.**

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- Director's Report
 - **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION THAT AN HR DIRECTOR'S MEETING IMMEDIATELY FOLLOWING ADJOURNMENT.**
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals and to consider formal charges. (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 TO CONSIDER FORMAL CHARGES.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:40 A.M. ON WEDNESDAY, MARCH 5, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN