

**MINUTES / ACTIONS**

**STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
SEPTEMBER 2, 2014 HAS BEEN CANCELLED**

AGENDA

**STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, SEPTEMBER 3, 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 9:02 A.M. ON WEDNESDAY, SEPTEMBER 3, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, C. PETE FREMIN AND RONALD CARRERE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONER 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) Consideration of Motion to Dismiss Malcolm X. Larvadain's appeal to the Court of Appeal, First Circuit, because of his failure to pay the estimated costs of the appeal by the due date; Docket No. S-17836. **THE COMMISSION GRANTED THE MOTION TO DISMISS THE APPEAL.**
- 2) Request of the Division of Administration to appoint Dr. Ronald Jackson to serve as the Division of Administration's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261. **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 LSU Health Sciences Center – Shreveport to speak to the Commission regarding the ratification of a cooperative endeavor agreement between LSU HSC – Shreveport and Christus Health Central Louisiana and Rapides Healthcare System, LLC, related to the Huey P. Long Medical Facility. **Commission Action Required.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER PRESENTATION FROM THE AGENCY; THE COMMISSION RATIFIED APPROVAL OF THE CONTRACT BETWEEN LSU HSC – SHREVEPORT AND CHRISTUS HEALTH CENTRAL LOUISIANA AND RAPIDES HEALTHCARE SYSTEM, LLC, AS RELATED TO THE HUEY P. LONG MEDICAL FACILITY BY A VOTE OF 3-2. (COMMISSIONERS FREMIN AND CARRERE OPPOSED.)**

- 4) Request of the Louisiana School Employees' Retirement System to exempt from the classified service, one (1) Chief Investment Officer position, in accordance with State Civil Service Rule 4.1(d) 2, effective September 3, 2014 through September 2, 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 09-03-14 #4** as the reference when transmitting this information.)
- 5) Request of the Louisiana School Employees' Retirement System to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d) 2, effective September 3, 2014 through September 2, 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 09-03-14 #5** as the reference when transmitting this information.)
- 6) Request of the Southeast Louisiana Flood Protection Authority - East to exempt from the classified service, one (1) Executive Counsel position, in accordance with State Civil Service Rule 4.1(d) 2, effective September 3, 2014 through September 2, 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 09-03-14 #6** as the reference when transmitting this information.)
- 7) Request of the Erath Housing Authority to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 3, 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 Metropolitan Human Services District to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 3, 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 South Central Louisiana Human Services Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 3, 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 Pineville Housing Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 3, 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 Louisiana Special Schools to create a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective September 3, 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.**

- 12) Request of State Civil Service to ratify the interim approval of an exception under State Civil Service Rule 17.3(b) to the Department Preferred Reemployment List (DPRL) for Villa Feliciana Medical Complex. State Civil Service recommends ratification of the Director's interim approval which was granted on August 1, 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.**
- 13) Consideration of the Minutes of the Commission Meeting held on July 15-16, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 14) Report on Evaluation Reports Issued
- Human Resources Evaluation Reports:**
- Department of Transportation and Development
 - Delgado Community College
 - Louisiana State Licensing Board for Contractors
 - Louisiana State Employees' Retirement System
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
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15) **WITHDRAWN**

- 16) **10:00 A.M.** Public investigation of **DOROTHY SIAS (SHANNON S. TEMPLET, Complainant), DOCKET NO. I-17936.** The respondent is self-represented and Adrienne Bordelon is representing the complainant. **THE INVESTIGATION WAS HEARD AND TAKEN UNDER ADVISEMENT.**
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- 17) Request of the Department of Transportation and Development to amend two previously approved exemptions from the classified service in accordance with State Civil Service Rule 4.1(d) 2, effective September 3, 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.**
- 18) Request of the Division of Administration to extend authority to exempt from the classified service, seven (7) Information Technology positions, in accordance with State Civil Service Rule 4.1(d) 2, effective October 1, 2014 through March 31, 2015. 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.**
- 19) Request of the Department of Children and Family Services to exempt from the classified service, eight (8) positions, in accordance with State Civil Service Rule 4.1(d) 2, effective September 3, 2014 through March 2, 2016. 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 numbers for incumbents must be emailed to misty.mcafee@la.gov. Please use **CSC 09-03-14 #19** as the reference when transmitting this information.)

- 20) Request of the Department of Transportation and Development to exempt from the classified service, one (1) Training and Exercise Manager position, in accordance with State Civil Service Rule 4.1(d) 2, effective September 2, 2014. **State Civil Service recommends approval effective September 3, 2014 through February 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 AS RECOMMENDED BY THE DEPARTMENT.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 09-03-14 #20** as the reference when transmitting this information.)
- 21) Request of the Department of Agriculture and Forestry to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d) 2. **State Civil Service recommends approval effective September 3, 2014 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 AS RECOMMENDED BY THE DEPARTMENT.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 09-03-14 #21** as the reference when transmitting this information.)
- 22) Request of the Louisiana Schools for the Deaf and Visually Impaired as well as the Louisiana Special School Education Center, hereby known as Louisiana Special Schools, to amend a Rewards and Recognition policy, in accordance with State Civil Service Rule 6.16.1, effective September 3, 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.**
- 23) Request of the Acadiana Area Human Services District to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 3, 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 South Central Louisiana Human Services Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective September 3, 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 Acadiana Area Human Services District to establish a Premium Pay policy in the amount of \$0.50 per hour, for all hours worked, for Social Services Counselor 4-B positions with a Certified Compulsive Gambling Counselor Certification, who are assigned the duty of providing services to clients with gambling addiction, in accordance with State Civil Service Rule 6.16(a), effective September 3, 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 Environmental Quality for an Individual Pay Adjustment in the amount of \$361.48 bi-weekly for Mr. Bryan Johnston, Senior Environmental Scientist-DCL, in accordance with State Civil Service Rule 6.16(c), effective September 3, 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.**

- 27) 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 Stephanie Chavis in the Classified WAE position of Attorney 1. State Civil Service recommends approval for the additional hours effective September 3, 2014, which does not cover any hours worked over 1245 prior to this date. (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 THE DEPARTMENT.**
- 28) Request of the Department of Revenue to establish an Incentive Award policy for Field Audit Services, in accordance with State Civil Service Rule 6.16(d), effective October 1, 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.**

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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals, Litigation, and Personnel Matters. (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, LITIGATION, AND PERSONNEL MATTERS SPECIFIC TO AGENDA ITEM NUMBERS 29 - 32.**
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ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO COME OUT OF EXECUTIVE SESSION TO RE-CONVENE ITS MONTHLY MEETING AT 12:37 P.M. ON WEDNESDAY, SEPTEMBER 3, 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.

- 29) Consideration of a motion to grant a Fiscal Year 2013-2014 Performance Adjustment, in accordance with State Civil Service Rule 6.14, to the State Examiner of the Municipal Fire and Police Civil Service, dispersed on October 1, 2014. (No Attachment) THE COMMISSION APPROVED GRANTING A FISCAL YEAR 2013-2014 PERFORMANCE ADJUSTMENT TO THE STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE, WITH THE FOLLOWING CONDITION: SHOULD THE EXAMINER DETERMINE THAT A LAYOFF AVOIDANCE MEASURE OF WITHHOLDING OR REDUCING PERFORMANCE ADJUSTMENTS IS NECESSARY FOR HIS AGENCY, THE EXAMINER'S PERFORMANCE ADJUSTMENT SHALL BE DISBURSED IN THE SAME AMOUNT AND MANNER AS THE EMPLOYEES OF HIS AGENCY.
- 30) Consideration of a motion to grant a Fiscal Year 2013-2014 Performance Adjustment, in accordance with State Civil Service Rule 6.14, to the Director of State Civil Service, dispersed on October 1, 2014. (No Attachment) THE COMMISSION APPROVED GRANTING A FISCAL YEAR 2013-2014 PERFORMANCE ADJUSTMENT TO THE DIRECTOR OF STATE CIVIL SERVICE, WITH THE FOLLOWING CONDITION: SHOULD THE DIRECTOR DETERMINE THAT A LAYOFF AVOIDANCE MEASURE OF WITHHOLDING OR REDUCING PERFORMANCE ADJUSTMENTS IS NECESSARY FOR HER AGENCY, THE DIRECTOR'S PERFORMANCE ADJUSTMENT SHALL BE DISBURSED IN THE SAME AMOUNT AND MANNER AS THE EMPLOYEES OF HER AGENCY.

- 31) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct a Fiscal Year 2014-2015 Performance Planning session on behalf of the Commission to the State Examiner of the Municipal Fire and Police Civil Service, no later than September 30, 2014. (No Attachment) **THE COMMISSION GRANTED THE MOTION.**
- 32) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct a Fiscal Year 2014-2015 Performance Planning session on behalf of the Commission to the Director of State Civil Service, no later than September 30, 2014. (No Attachment) **THE COMMISSION GRANTED THE MOTION.**

ADDED TO AGENDA:

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADDED TWO ITEMS FOR CONSIDERATION TO THE AGENDA.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE MOTION TO GRANT THE CHAIRMAN OF THE STATE CIVIL SERVICE COMMISSION ONGOING AUTHORITY TO SERVE AS THE SECOND LEVEL EVALUATOR, IN ACCORDANCE WITH CIVIL SERVICE RULE 10.3, FOR THE DIRECT REPORTS FOR THE DIRECTOR OF STATE CIVIL SERVICE.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE MOTION TO GRANT THE CHAIRMAN OF THE STATE CIVIL SERVICE COMMISSION ONGOING AUTHORITY TO SERVE AS THE SECOND LEVEL EVALUATOR, IN ACCORDANCE WITH CIVIL SERVICE RULE 10.3, FOR THE DEPUTY STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE.

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, SEPTEMBER 3, 2014

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

- 33) Request of the Southeast Louisiana Flood Authority – East to exempt from the classified service, one (1) Regional Chief Engineer position, in accordance with State Civil Service Rule 4.1(d)2. **State Civil Service recommends approval effective September 3, 2014 through September 2, 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 THE DEPARTMENT.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 09-03-14 #33** as the reference when transmitting this information.)
- 34) Request of the Office of Juvenile Justice to exempt from the classified service, one (1) Vocational Instructor position, in accordance with State Civil Service Rule 4.1(d)2, effective September 15, 2014 through September 14, 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 09-03-14 #34** as the reference when transmitting this information.)

- 35) Public hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2014-023.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A - F, WITH EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 36) Request of the Department of Revenue to amend a Premium Pay policy, for all hours worked, for employees who answer phone calls for the Automatic Call Distributor, in accordance with State Civil Service Rule 6.16(a), effective September 3, 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.**
- 37) Request of Capital Area Human Services District for a permanent Optional Pay Adjustment of 3% (with 7% already granted by agency) for Lynetta Butler, Registered Nurse Program Coordinator, in accordance with State Civil Service Rule 6.16.2, effective July 1, 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.**
- 38) Request of Capital Area Human Services District for a permanent Optional Pay Adjustment of 3% (with 7% already granted by agency) for Stephen Aguillard, Mental Health Center Manager B, in accordance with State Civil Service Rule 6.16.2, effective July 1, 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.**
- 39) ~~Request of the Louisiana Workforce Commission to exempt from the classified service, one (1) Press Secretary position, in accordance with State Civil Service Rule 4.1(d)2, effective September 3, 2014. **State Civil Service recommends approval effective September 3, 2014 through January 11, 2016.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **STATE CIVIL SERVICE WITHDREW THIS REQUEST DUE TO THE PREVIOUS AUTHORITY GRANTED BY THE COMMISSION FOR PRESS SECRETARY POSITIONS.**~~
- 40) Request of the Department of State – Secretary of State for an exception to State Civil Service Rule 6.5(d) in order to establish a pay policy for all Classified WAE Election Machine Mechanics, effective August 13, 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.**

- Director's Report

- **DIRECTOR TEMPLET ANNOUNCED THE IMPLEMENTATION OF THE DEPARTMENT OF STATE CIVIL SERVICE'S MOBILE WEBSITE.**

- ***DIRECTOR TEMPLET CONGRATULATED STATE CIVIL SERVICE COMMISSIONER SCOTT HUGHES, AND PREVIOUS COMMISSIONER KENNETH POLITE FOR RECEIVING THE MONTE M. LEMANN AWARD.***

ADDED TO AGENDA:

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADDED TO THE AGENDA CONSIDERATION OF ADOPTING A RESOLUTION TO DIRECT THE DIRECTOR OF THE DEPARTMENT OF STATE CIVIL SERVICE TO PREPARE A STATEWIDE WORKFORCE PLANNING SURVEY TO BE SENT TO ALL MAJOR STATE DEPARTMENTS, AND REQUEST ALL STATE DEPARTMENTS RECEIVING THE SURVEY COMPLETE IT FULLY AND RETURN IT BY THE DEADLINE ESTABLISHED BY THE DIRECTOR OF STATE CIVIL SERVICE IN ORDER FOR THE DEPARTMENT OF STATE CIVIL SERVICE TO REPORT THE FINDINGS OF THE STATEWIDE WORKFORCE PLANNING SURVEY TO THE STATE CIVIL SERVICE COMMISSION AT THE DECEMEBER 2014 COMMISSION MEETING.

DEPUTY DIRECTOR BYRON P. DECOTEAU, JR. READ THE RESOLUTION INTO THE RECORD.

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION ADOPTED THE RESOLUTION FOR A STATEWIDE WORKFORCE PLANNING SURVEY AND FINDINGS REPORT.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:41 P.M. ON WEDNESDAY, SEPTEMBER 3, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN