



## MINUTES / ACTIONS

### AGENDA

**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS MEETING**  
**WEDNESDAY, FEBRUARY 4, 2015**  
**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 9:31 A.M. ON WEDNESDAY, FEBRUARY 4, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS D. SCOTT HUGHES, RONALD CARRERE AND NEWLY APPOINTED COMMISSIONER KIMBERLY DELLAFOSSE. COMMISSIONERS G. LEE GRIFFIN AND CURTIS "PETE" FREMIN WERE ABSENT.**

**DIRECTOR SHANNON TEMPLET INTRODUCED AND WELCOMED THE NEWEST MEMBER OF THE STATE CIVIL SERVICE COMMISSION, MS. KIMBERLY DELLAFOSSE.**

- 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) **10:00 A.M.** Public investigation of **MALCOM X. LARVADAIN (SHANNON S. TEMPLET, Complainant), DOCKET NO. I-17995.** The respondent is self-represented and Adrienne Bordelon is representing the complainant. **THE PARTIES REACHED A SETTLEMENT AGREEMENT.**

3) Request of the Louisiana Supreme Court to appoint Marie Anders 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. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 4) Request of State Civil Service to ratify the Director's interim approval of layoff avoidance measures, to withhold performance adjustments in accordance with State Civil Service Rule 17.6, for the following agencies that submitted Layoff Avoidance plans after October 1, 2014: Housing Authority of the Town of Arcadia, the Housing Authority of the Parish of East Carroll, the Housing Authority of South Landry, Housing Authority of the Town of Vinton, the City of Lake Charles, and Central Louisiana Technical Community College. **State Civil Service recommends ratification of Director's interim approval.** (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.**
- 5) **WITHDRAWN**
- 6) Request of State Civil Service to ratify the Director's interim approval of a layoff avoidance measure for the Opelousas Housing Authority, which was submitted after October 1, 2014, to grant a 2% performance adjustment to all eligible employees, in accordance with State Civil Service Rule 17.6. **State Civil Service recommends ratification of Director's interim approval.** (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.**
- 7) Request of the Office of Juvenile Justice, Youth Services to amend its Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34. **State Civil Service recommends approval with an effective date of February 4, 2015.** (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.**
- 8) Consideration of Motion to Dismiss Shelia Lowery's appeal to the Court of Appeal, First Circuit, because of her failure to pay the estimated costs of the appeal by the due date; Docket No. 17371. **THE COMMISSION GRANTED THE MOTION TO DISMISS THE APPEAL.**
- 9) Request of the Office of Student Financial Assistance for authority under the provisions of State Civil Service Rule 4.1(d)1, for 835 additional hours to be worked with the 12-month appointment period for five (5) Unclassified WAE appointments within the LA GEARUP Program. **State Civil Service recommends approval for additional hours, effective February 4, 2015 and 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.**
- 10) Request of the Public Defender Board to extend authority to exempt from the classified service, one (1) Juvenile Compliance Officer position in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2015 through February 2, 2019. **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 AMENDED RECOMMENDATION FROM STATE CIVIL SERVICE FOR APPROVAL FOR A PERIOD OF ONE YEAR, EFFECTIVE FEBRUARY 3, 2015 THROUGH FEBRUARY 2, 2016.**

- 11) Request of the Public Defender Board to extend authority to exempt from the classified service, one (1) Trial-Level Compliance Officer position in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2015 through February 2, 2019. **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 AMENDED RECOMMENDATION FROM STATE CIVIL SERVICE FOR APPROVAL FOR A PERIOD OF ONE YEAR, EFFECTIVE FEBRUARY 3, 2015 THROUGH FEBRUARY 2, 2016.**
- 12) Request of the Public Defender Board to extend authority to exempt from the classified service, one (1) Capital Case Coordinator position in accordance with State Civil Service Rule 4.1(d)2, effective May 1, 2015 through April 30, 2019. **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 AMENDED RECOMMENDATION FROM STATE CIVIL SERVICE FOR APPROVAL, EFFECTIVE MAY 1, 2015 THROUGH FEBRUARY 2, 2016.**
- 13) Request of the Teachers' Retirement of Louisiana for an exception to State Civil Service Rule 6.5(g), to pay Mr. Kyle Farrar at the max (\$81,682.00) of the AS618 pay range for an Auditor 4 position, effective February 4, 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.**
- 14) Request of the Monroe Housing Authority for authority under the provisions of Civil Service Rule 23.6(a), for an additional 250 hours to be worked within the 12-month appointment period, for five (5) classified WAE appointments, Elma Brown; Willie Ashton, Jr.; Verna Robinson; Elker Scurfield; and Earl Jackson, effective January 7, 2015. **State Civil Service recommends approval for additional hours, effective January 7, 2015 and 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.**
- 15) Request of the Monroe Housing Authority to Reappoint Classified WAE Incumbents who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective February 28, 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.**
- 16) Consideration of the Minutes of the Commission Meeting held on December 10, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 17) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Grambling State University
  - Monroe Housing Authority
  - Acadiana Area Human Services District
  - Houma Terrebonne Housing Authority
  - Louisiana State Board of Cosmetology
  - Louisiana State Civil Service(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 18) Request of the Teachers' Retirement System of Louisiana for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the classified service one (1) Investments Operations Director position, effective February 4, 2015 through February 3, 2019. **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 02-04-15 #18** as the reference when transmitting this information.)

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**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, FEBRUARY 4, 2015**

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- 19) Request of State Civil Service to ratify the Director's interim approval of a layoff avoidance measure in the form of a retirement incentive for the Louisiana Department of Agriculture and Forestry, which was granted as an exception to State Civil Service Rule 17.9(a). **State Civil Service recommends ratification of Director's interim approval of 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.**
- 20) Request of River Parishes Community College 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. **State Civil Service recommends approval based on a calculation date of October 1, 2014.** (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 A VOTE OF 4-1. (COMMISSIONER HUGHES OPPOSED.)**
- 21) Request of the Office of Juvenile Justice, Youth Services to establish a policy for the Attainment of Baccalaureate Degrees in accordance with State Civil Service Rule 6.16(d), effective February 4, 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.**
- 22) Request of the Office of Juvenile Justice, Youth Services to amend its Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective February 4, 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.**
- 23) Request of the Office of Juvenile Justice, Youth Services to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 4, 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.**

- 24) Request of the Office of Juvenile Justice, Youth Services to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 4, 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.**
- 25) Request of the Department of Insurance to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 4, 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.**
- 26) Request of the Housing Authority of Lake Charles for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 500 hours to be worked within the 12-month appointment period for a classified WAE appointment, Stacy Bates. **State Civil Service recommends approval for the additional hours effective February 4, 2015, and 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.**
- 27) Request of the Natchitoches Levee and Drainage District for an Individual Pay Adjustment in the amount of <sup>\$537.91</sup> **\$573.91** bi-weekly for Mr. Billy Dunn, Levee Foreman B, in accordance with State Civil Service Rule 6.16(c), effective February 1, 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 APPROVED AN INDIVIDUAL PAY ADJUSTMENT IN THE AMOUNT OF \$573.91 BI-WEEKLY AND NOTED THE TYPOGRAPHICAL ERROR PUBLISHED ON THIS AGENDA.**
- 28) Request of the Southeast Louisiana Flood Protection Authority – West to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 4, 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.**

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- Director's Report

- **DIRECTOR TEMPLET PROVIDED THE COMMISSION WITH A RESPONSE TO VARIOUS ARTICLES FROM THE MEDIA ABOUT THE PERFORMANCE EVALUATION SYSTEM (PES) AND DISTRIBUTION OF PES RATINGS.**
- **DIRECTOR TEMPLET INFORMED THE COMMISSION THAT LAST WEEK SHE ANNOUNCED TO AGENCY UNDERSECRETARIES AND HR DIRECTORS, THAT EFFECTIVE JULY 1, 2015, STATE CIVIL SERVICE WILL ASSUME THE RESPONSIBILITY FOR ALLOCATING ALL CLASSIFIED POSITIONS AND QUALIFYING ALL CLASSIFIED JOB APPLICANTS. THE GOAL OF THIS RECENTRALIZATION IS TO MAINTAIN THE ADMINISTRATION OF THE CORE MERIT SYSTEM PRINCIPLES, WHILE EFFECTIVELY STREAMLINING TO ACHIEVE SAVINGS FOR THE TAXPAYERS OF LOUISIANA. DIRECTOR TEMPLET WILL BE HOSTING AN UNDERSECRETARY AND HR DIRECTOR MEETING ON MONDAY, MARCH 9<sup>TH</sup> AT 10:00AM IN THE LOUISIANA PURCHASE ROOM TO PROVIDE INFORMATION REGARDING THIS TRANSITION AND TO ADDRESS ANY QUESTIONS THAT AGENCY REPRESENTATIVE'S MAY HAVE.**

- **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 11:07 A.M. ON WEDNESDAY, FEBRUARY 4, 2015.**

**RESPECTFULLY SUBMITTED,**

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SHANNON S. TEMPLET, DIRECTOR**

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DAVID DUPLANTIER, CHAIRMAN**