

**MINUTES / ACTIONS****AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS MEETING**  
**WEDNESDAY, MAY 6, 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 9:05 A.M. ON WEDNESDAY, MAY 6, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS KIMBERLY DELLAFOSSE, D. SCOTT HUGHES, G. LEE GRIFFIN, AND C. PETE FREMIN. COMMISSIONER RONALD CARRERE WAS 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) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN.**
- 2) Request of the Department of Culture, Recreation and Tourism to extend unclassified authority for five (5) positions under the provisions of State Civil Service Rule 4.1(d)2. **State Civil Service recommends approval effective June 14, 2015 through June 13, 2019.** (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.**
- 3) Request of Jefferson Parish Human Services Authority to establish a Dual Career Ladder policy for Information Technology jobs in accordance with State Civil Service Rule 5.9. **State Civil Service recommends approval effective May 6, 2015.** (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 the Housing Authority of the City of Shreveport to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2. **State Civil Service recommends approval effective May 6, 2015.** (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 University of Louisiana at Lafayette to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34. **State Civil Service recommends approval effective May 6, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission) **THE COMMISSION GRANTED THE REQUEST.**

- 6) Request of the Non-Flood Protection Asset Management Authority to establish an Optional Pay Policy in accordance with State Civil Service Rule 6.16.2, effective May 6, 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.**
- 7) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2015-011) **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, B, AND C; WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.**

- 8) Consideration of the Minutes of the Commission Meeting held on April 1, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
- Southern University and A&M College
  - South Louisiana Community College
  - Louisiana State University Agricultural Center
  - Louisiana Schools for the Deaf and Visually Impaired
  - Department of Agriculture and Forestry
  - Department of Culture, Recreation, and Tourism
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

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- 10) **10:00 A.M.** Public hearing of the appeal of **CARLISA P. HOUSTON vs. ALEXANDRIA HOUSING AUTHORITY, DOCKET NO. S-17918.** Kelvin Sanders is representing the employee; Lewis O. Lauve, Jr. is representing the agency. **TESTIMONY SHALL BE LIMITED TO THE OPERATION OF THE SMOKE DETECTORS AND FIRE EXTINGUISHERS DURING THE INSPECTIONS OF APRIL 16, 2014 AND APRIL 25, 2014. THE APPEAL WAS HEARD AND TAKEN UNDER ADVISEMENT.**
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**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, MAY 6, 2015**

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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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- 11) Request of the Orleans Levee District to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective May 6, 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.**
  - 12) Request of the Department of Health and Hospitals, Office of Behavioral Health to reappoint Classified WAE Incumbent, Judy Fazio, who exceeded 1245 hours in a 12-month appointment period, in accordance with State Civil Service Rule 23.6(a-b), effective May 6, 2015. **State Civil Service recommends approval of reappointment, effective May 6, 2015 through May 5, 2016 and does not cover any hours worked 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.**
  - 13) Request of the Department of Natural Resources to amend its Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective May 6, 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 Department of Environmental Quality to establish a Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective May 6, 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 Shannon Templet congratulated the staff of State Civil Service for receiving this year's National Association of State Personnel Executives Communication Award for the Prohibited Political Activities Video.*
  - *Director Shannon Templet informed the Commission, in accordance with State Civil Service Rule 24.2(a)5(b), that she has waived the PLE test for specific employees at the Louisiana Office of Student Financial Assistance, whose positions have been moved from the unclassified service into the classified service.*
  - *Deputy Director Byron Decoteau requested approval to promulgate proposed rule changes to State Civil Service Rules 22.3, 23.3 and 23.5 and set for public hearing at the June 3, 2015 Commission meeting; **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. (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 AT 9:33A.M. AND WILL RECONVENE SESSION AT 10:00 A.M. FOR APPEAL HEARING.****
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:26 A.M.  
ON WEDNESDAY, MAY 6, 2015.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**