



## MINUTES / ACTIONS

### AGENDA

### STATE CIVIL SERVICE COMMISSION

### GENERAL BUSINESS MEETING

WEDNESDAY, JULY 15, 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 9:08 A.M. ON WEDNESDAY, JULY 15, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES AND KIMBERLY DELLAFOSSE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONERS G. LEE GRIFFIN AND RONALD CARRERE WERE ABSENT. COMMISSIONER C. PETE FREMIN WAS DETAINED AND WOULD ARRIVE AT 10:30 A.M.**

**DUE TO A LACK OF OFFICIAL QUORUM, THE PRESENT COMMISSION MEMBERS RECEIVED INFORMATIONAL REPORTS ONLY AND RECESSED AT 9:31 A.M. UNTIL 10:30 A.M.**

**THE STATE CIVIL SERVICE COMMISSION RE-CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 10:33 A.M. ON WEDNESDAY, JULY 15, 2015. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS D. SCOTT HUGHES, C. PETE FREMIN, AND KIMBERLY DELLAFOSSE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONERS G. LEE GRIFFIN AND RONALD CARRERE WERE 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) Request of the Department of Health and Hospitals, Office of the Secretary, to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for a Director of Emergency Services, effective July 15, 2015 through July 14, 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.**
- 2) Request of the Department of Health and Hospitals, Medical Vendor Administration, for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the classified service, sixty-five (65) positions for the Medicaid Systems Modernization Project, effective July 15, 2015 through July 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.**
- 3) Request of the Department of Insurance for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt from the classified service, one (1) Deputy Commissioner position, effective July 15, 2015. State Civil Service recommends approval effective July 15, 2015 through July 14, 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, EFFECTIVE JULY 15, 2015 THROUGH JULY 14, 2019.**

- 4) Request of the Louisiana State Board of Dentistry to establish a Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective July 15, 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.**
- 5) Request of the Louisiana Office of Student Financial Assistance for a lump sum Optional Pay Adjustment of 3% (with 7% already granted by the agency) for Robyn Lively, Attorney 3, and Shanna Estay, Policy Planner 4, performing additional duties in accordance with State Civil Service Rule 6.16.2, effective July 15, 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.**
- 6) Request of the St. James Parish Housing Authority to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 15, 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) Request of Northwest Louisiana Technical College to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective July 15, 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.**
- 8) Request of the Louisiana Board of Tax Appeals to extend unclassified authority under the provisions of State Civil Service Rule 4.1(d)2, for one (1) Local Tax Division Judge Position, effective January 11, 2016. **State Civil Service recommends approval effective January 11, 2016 through February 1, 2020.** (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 JANUARY 11, 2016 THROUGH FEBRUARY 1, 2020.**
- 9) Request of the Department of Revenue to reappoint a Classified WAE Incumbent, Jared Champagne, who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective July 15, 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.**
- 10) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2015-026) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

**ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A & B, WITH EXHIBIT A BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND SET THE EFFECTIVE DATE OF EXHIBITS A & B TO BE SET BY DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; AND RATIFIED THE DIRECTOR'S APPROVAL FOR EXHIBITS C AND D, EFFECTIVE OCTOBER 21, 2014.**

- 11) Consideration of the Minutes of the Commission Meeting held on June 3, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**

## 12) Report on Evaluation Reports Issued

**Human Resources Evaluation Reports:**

- Louisiana Workforce Commission
- Florida Parishes Human Services Authority
- Villa Feliciana Medical Complex
- Louisiana Correctional Institute for Women
- South Central Louisiana Human Services Authority
- Southeastern Louisiana University

(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

13) ~~Request for Commission approval of Suspension Pending Criminal Proceedings of Antonio D. Webb by the Department of Health and Hospitals.~~ **CONTINUED UNTIL THE COMMISSION MEETING ON WEDNESDAY, SEPTEMBER 2, 2015 AT 9:00 A.M.**14) Request of the Housing Authority of East Baton Rouge Parish for an exception to State Civil Service Rule 6.5(g) to pay Janie Anderson above the third quartile, for a Housing Administrator position, effective July 26, 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.**15) Request of the Department of Natural Resources – Office of Conservation, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt personnel, who process expedited permits, at the time and one-half rate, effective August 1, 2015. **State Civil Service recommends approval for a period of one year.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR A PERIOD OF ONE YEAR, AS RECOMMENDED.**16) Request of Louisiana State University Health Sciences Center (LSUHSC) Shreveport to speak to the Commission regarding outsourcing the management and operation of billing and collection for professional services at LSUHSC Shreveport. **COMMISSION ACTION REQUIRED.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER RECEIVING A PRESENTATION FROM THE AGENCY AND PUBLIC COMMENT; NO ACTION WAS TAKEN. A MOTION WAS DULY MADE BY COMMISSIONER FREMIN AND SECONDED BY COMMISSIONER DELLAFOSSE TO DISAPPROVE THE OUTSOURCING CONTRACT. THE MOTION FAILED DUE TO OPPOSITION VOTES BY CHAIRMAN DUPLANTIER AND COMMISSIONER HUGHES.**17) Consideration of a motion to go into Executive Session to conduct Performance Evaluations of the State Civil Service Director and the State Examiner. **(No Attachment) STATE CIVIL SERVICE DIRECTOR REQUESTED TO HAVE HER PERFORMANCE EVALUATION CONDUCTED IN EXECUTIVE SESSION; STATE EXAMINER, ROBERT LAWRENCE, REQUESTED TO HAVE HIS PERFORMANCE EVALUATION CONDUCTED OUTSIDE OF EXECUTIVE SESSION IN THE PUBLIC MEETING AND WITH THE UNDERSTANDING THE COMMISSION WOULD RECESS TO DELIBERATE.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONDUCT THE PERFORMANCE EVALUATION OF THE STATE CIVIL SERVICE DIRECTOR AT 12:41 P.M.**

**THE COMMISSION RE-CONVENED FROM RECESS AT 1:08 P.M.**

**THE COMMISSION CONDUCTED THE PERFORMANCE EVALUATION OF THE STATE EXAMINER IN THE PUBLIC MEETING AS REQUESTED, AND RECESSED TO DELIBERATE AT 1:43 P.M., AS AGREED UPON.**

**THE COMMISSION RE-CONVENED FROM RECESS AT 1:50 P.M.**

- 18) Consideration of a motion to Approve Performance Evaluations of the State Civil Service Director and the State Examiner. (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE PERFORMANCE EVALUATIONS FOR THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**

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**SUPPLEMENTAL AGENDA**  
**STATE CIVIL SERVICE COMMISSION**  
**GENERAL BUSINESS SESSION**  
**WEDNESDAY, JULY 15, 2015**

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- 19) Request of the Division of Administration for an exception to State Civil Service Rule 24.1 to allow positions transferred to DOA from other agencies as part of the HR Consolidation, to retain the pay mechanisms received at those respective agencies, effective June 22, 2015 through June 21, 2016, 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.**
- 20) Request of the Coastal Protection and Restoration Authority for an exception to State Civil Service Rule 6.5(g) to pay Maury Chatellier above the third quartile, for an Engineer 8 position, effective July 15, 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.**
- 21) Request of the Division of Administration for authority to exempt from the classified service, one (1) Chief Legal Officer for Compliance, in accordance with State Civil Service Rule 4.1(d)2, effective August 1, 2015 through July 31, 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.**

**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED ADDING TO THE AGENDA, TWO ITEMS: A MOTION TO ADD DELEGATION OF PERFORMING THE PERFORMANCE PLANNING FOR 2015-2016 FOR STATE CIVIL SERVICE DIRECTOR TO THE CHAIRMAN; AND A SECOND MOTION TO ADD TO THE AGENDA TO DELEGATE PERFORMING THE PERFORMANCE PLANNING DOCUMENT FOR THE STATE EXAMINER FOR PLANNING YEAR 2015-2016 TO THE CHAIRMAN.**

**ADDED TO AGENDA:**

- 22) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct a Fiscal Year 2015-2016 Performance Planning session, on behalf of the Commission, to the State Civil Service Director. **THE COMMISSION GRANTED THE MOTION.**
- 23) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct a Fiscal Year 2015-2016 Performance Planning session, on behalf of the Commission, to the State Examiner of the Municipal Fire and Police Civil Service. **THE COMMISSION GRANTED THE MOTION.**

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- Director's Report
    - **DIRECTOR SHANNON TEMPLET INFORMED THE COMMISSION THAT THE DEPARTMENT WILL BE PROMULGATING SOME RULES CONCERNING TRAINING AND WILL BRING THOSE TO THE COMMISSION IN SEPTEMBER.**
    - **CHRIS DEER PROVIDED THE COMMISSION WITH A PRESENTATION REGARDING SOME POTENTIAL RULE CHANGES TO CHAPTER'S 5 & 6 OF THE STATE CIVIL SERVICE RULES PERTAINING TO THE STATE CIVIL SERVICE CLASSIFICATION STRUCTURE.**
      - **DIRECTOR TEMPLET INFORMED THE COMMISSION SHE WILL BE MEETING WITH APPOINTING AUTHORITIES ON AUGUST 19<sup>TH</sup> TO DISCUSS THESE POSSIBLE CHANGES BEFORE MOVING FORWARD WITH PROMULGATING THESE RULES; ANTICIPATE PROMULGATION IN SEPTEMBER AND COMMISSION VOTE IN OCTOBER.**

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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.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 1:53 P.M. ON WEDNESDAY, JULY 15, 2015.**

**RESPECTFULLY SUBMITTED,**

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**SHANNON S. TEMPLET, DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**