



## MINUTES / ACTIONS

### AGENDA STATE CIVIL SERVICE COMMISSION GENERAL BUSINESS MEETING WEDNESDAY, FEBRUARY 3, 2016 9:00 A.M.

BYRON P. DECOTEAU, JR.  
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 9:19 A.M. ON WEDNESDAY, FEBRUARY 3, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER AND COMMISSIONERS D. SCOTT HUGHES, RONALD CARRERE AND KIMBERLY DELLAFOSSE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONERS G. LEE GRIFFIN AND C. PETE FREMIN 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) Election of Officers: (No Attachment)

Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER DAVID DUPLANTIER TO SERVE AS CHAIRMAN.**

Vice Chairman: **THE COMMISSION ELECTED COMMISSIONER D. SCOTT HUGHES TO SERVE AS VICE CHAIRMAN.**

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**THE COMMISSION CONDUCTED THE PUBLIC INVESTIGATION AND PUBLIC HEARING UPON RECONVENING FROM RECESS AT 11:10 A.M.**

- 2) **10:00 A.M.** Public investigation of **DONALD R. WAGER, JR., (BYRON P. DECOTEAU, JR., Complainant), DOCKET NO. I-18114.** The respondent is self-represented and Adrienne Bordelon is representing the complainant. **UPON OBJECTION OF COUNSEL FOR THE COMPLAINANT FOR ATTORNEY FERNIN EATON TO ENROLL AS COUNSEL FOR MR. WAGER, THE COMMISSION SUSTAINED THE OBJECTION AND GRANTED A CONTINUANCE OF 30 DAYS TO ALLOW RESPONDENT TO OBTAIN APPROPRIATE LEGAL REPRESENTATION.**

- 3) **10:00 A.M.** Public hearing of **LESLIE BURNS, ET AL vs. LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER-SHREVEPORT AND THE DEPARTMENT OF STATE CIVIL SERVICE, DOCKET NO. S-17934.** J. Arthur Smith, III, is representing the employees; William A. Norfolk and M. Lenore Feeney are representing Louisiana State University Health Sciences Center-Shreveport; and Adrienne Bordelon is representing the Department of State Civil Service. **THE APPEAL WAS HEARD AND TAKEN UNDER ADVISEMENT.**
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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:**

- 4) Request of the Department of Children and Family Services to extend authority to exempt from the classified service eight (8) positions, in accordance with State Civil Service Rule 4.1(d)2, effective March 3, 2016 through March 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.**
- 5) Request of the Louisiana 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 February 3, 2016 through February 2, 2020. **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 Louisiana 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, 2016 through February 2, 2020. **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 Louisiana 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, 2016 through February 2, 2020. **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 Department of Public Safety and Corrections – Public Safety Services to extend authority to exempt from the classified service, one (1) Statewide Community and Governmental Relations – North position, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 2016 through January 11, 2020. **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 Coastal Protection and Restoration Authority to extend authority to exempt from the classified service three (3) positions: General Counsel, Planning Coordinator, and Director of Outreach and Engagement, in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2016 through May 31, 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.**
- 10) Request of the Department of Health and Hospitals – Office of the Secretary to extend authority to exempt from the classified service one (1) Chief of Staff position, in accordance with State Civil

Service Rule 4.1(d)2, effective January 6, 2016 through May 31, 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.**

- 11) Request of the Department of Transportation and Development to extend authority to exempt from the classified service one (1) Special Projects Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective February 3, 2016 with no expiration. **State Civil Service recommends revoking the authority for the Special Projects Assistant position #50359754 and exempting from the classified service one (1) Chief of Staff position, effective February 3, 2016 through January 11, 2020.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION REVOKED THE AUTHORITY FOR SPECIAL PROJECTS ASSISTANT POSITION #50359754; AND GRANTED AUTHORITY TO EXEMPT ONE (1) CHIEF OF STAFF POSITION, EFFECTIVE FEBRUARY 3, 2016 THROUGH JANUARY 11, 2020.**
- 12) Request of the Department of Health and Hospitals – Office of Public Health to establish a Dual Career Ladder policy, in accordance with State Civil Service Rule 5.9, effective February 3, 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.**
- 13) Request of the Department of Natural Resources to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 3, 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.**
- 14) Request of the Department of Children and Family Services to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 3, 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.**
- 15) Request of the Southeast Louisiana Flood Protection Authority – East to grant a leave of absence for Lake Borgne Basin Levee District employee, Captain Russel S. Gelvin, Jr., for six (6) months, in accordance with State Civil Service Rule 11.21.1, effective December 1, 2015 through May 31, 2016. **State Civil Service defers recommendation to the Commission.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **NO ONE FROM THE AGENCY WAS PRESENT TO ANSWER QUESTIONS OF THE COMMISSION; THE COMMISSION UPHELD THE DIRECTOR'S DECISION AND DENIED THIS REQUEST.**
- 16) Request of the Department of Health and Hospitals – Office of Behavioral Health for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 224 hours to be worked within the twelve (12) month appointment period for one (1) Classified WAE appointment, Judy Fazio, effective February 3, 2016. **State Civil Service recommends approval for additional hours, effective February 3, 2016 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 DENIED THIS REQUEST BY A VOTE OF 2-2. (CHAIRMAN DUPLANTIER AND VICE-CHAIRMAN HUGHES OPPOSED).**
- 17) 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 IT Consolidation to retain

the pay mechanisms received at those respective agencies, effective December 17, 2015. **State Civil Service recommends approval effective December 17, 2015 through May 31, 2016, or until the consolidation is completed, whichever is sooner.** (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, EFFECTIVE DECEMBER 17, 2015 THROUGH MAY 31, 2016, OR UNTIL THE CONSOLIDATION IS COMPLETED, WHICHEVER IS SOONER.**

- 18) Consideration of the Minutes of the Commission Meeting held on December 9, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 19) Consideration of the Minutes of the Special Commission Meeting held on December 17, 2015. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 20) Request of the Department of Public Safety and Corrections – Public Safety Services for an Individual Pay Adjustment in the amount of \$266.40 bi-weekly for Donald Still, Equipment Superintendent, in accordance with State Civil Service Rule 6.16(c), effective October 8, 2015. **State Civil Service recommends approval with an effective date of January 6, 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 REQUESTED BY THE AGENCY, EFFECTIVE OCTOBER 8, 2015.**
- 21) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Imperial Calcasieu Human Services Authority
  - Coastal Protection and Restoration Authority
  - Department of Environmental Quality
  - Southwest Louisiana War Veterans Home(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 22) Request of the Department of Children and Family Services to exempt from the classified service, one (1) Project Director position, under the provisions of State Civil Service Rule 4.1(d)2, effective February 3, 2016 through February 2, 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.**
- 23) Request of the Department of Public Safety and Corrections, Public Safety Services/Office of State Fire Marshal to extend authority to exempt one (1) Emergency Services Director position from the classified service, under the provisions of State Civil Service Rule 4.1(d)2, effective January 12, 2016 through January 11, 2020. **State Civil Service recommends approval effective January 12, 2016 through January 11, 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 STATE CIVIL SERVICE, EFFECTIVE JANUARY 12, 2016 THROUGH JANUARY 11, 2017.**
- 24) Request of the Department of Public Safety and Corrections, Public Safety Services/Office of State Fire Marshal to extend authority to exempt one (1) Deputy Chief-Investigations position from the classified service, under the provisions of State Civil Service Rule 4.1(d)2, effective January 12,

2016 through January 11, 2020. **State Civil Service recommends approval effective January 12, 2016 through January 11, 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 STATE CIVIL SERVICE, EFFECTIVE JANUARY 12, 2016 THROUGH JANUARY 11, 2017.**

- 25) Request of the Department of Health and Hospitals, Medical Vendor Administration to exempt from the classified service, one (1) Project Coordinator position, under the provisions of State Civil Service Rule 4.1(d)2, effective February 1, 2016 through January 31, 2020. **State Civil Service recommends approval effective February 3, 2016 through January 11, 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 BY STATE CIVIL SERVICE, EFFECTIVE FEBRUARY 3, 2016 THROUGH JANUARY 11, 2020.**
- 26) Request of the Department of Public Safety and Corrections – Public Safety Services to exempt from the classified service, one (1) Statewide Community and Governmental Relations – South position, under the provisions of State Civil Service Rule 4.1(d)2, effective February 3, 2016 through February 2, 2020. **State Civil Service recommends approval effective February 3, 2016 through January 11, 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 BY STATE CIVIL SERVICE, EFFECTIVE FEBRUARY 3, 2016 THROUGH JANUARY 11, 2020.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
    - **LEADERSHIP CHANGES WITHIN THE DEPARTMENT OF STATE CIVIL SERVICE:**
      - **CHRIS DEER, DEPUTY DIRECTOR**
      - **TOBY COMEAUX, CHIEF OF STAFF**
      - **BRANDY MALATESTA, COMPENSATION DIVISION ADMINISTRATOR**
    - **QUARTERLY HR COMMUNITY MEETING SCHEDULED ON MARCH 2, 2016, IMMEDIATELY FOLLOWING THE COMMISSION MEETING.**
    - **STATE CIVIL SERVICE WILL BEGIN A MORE STRINGENT ADHEARANCE TO THE ESTABLISHED DEADLINES FOR AGENCIES TO SUBMIT ITEMS TO BE PLACED ON THE MONTHLY COMMISSION MEETING AGENDA.**
      - **WEDNESDAY, FEBRUARY 10, 2016 IS THE DEADLINE FOR AGENCIES TO SUBMIT ITEMS FOR CONSIDERATION FOR THE MARCH 2, 2016 STATE CIVIL SERVICE COMMISSION MEETING.**
      - **BEGINNING TODAY AND AFTER EVERY MONTHLY COMMISSION MEETING, LINDSAY RUIZ DE CHAVEZ, PUBLIC INFORMATION DIRECTOR, WILL SEND A NOTIFICATION TO THE HR COMMUNITY WITH THE AGENCIES DEADLINE TO HAVE ITEMS PLACED ON THE AGENDA FOR THE NEXT SCHEDULED COMMISSION MEETING.**
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**ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO A FIFTEEN MINUTE RECESS AT 10:20 A.M.**

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**THE COMMISSION RECONVENED FROM RECESS AT 11:10 A.M. TO CONDUCT THE PUBLIC INVESTIGATION [LISTED AS ITEM #2 ON THE AGENDA] AND TO CONDUCT THE PUBLIC HEARING [LISTED AS ITEM #3 ON THE AGENDA].**

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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 1:21 P.M.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 1:21 P.M. ON WEDNESDAY, FEBRUARY 3, 2016.**

**RESPECTFULLY SUBMITTED,**

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**BYRON P. DECOTEAU, JR., DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**