

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, JULY 13, 2016****9:00 A.M.**

BYRON P. DECOTEAU, JR.
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 9:15 A.M. ON WEDNESDAY, JULY 13, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE AND RONALD CARRERE. COMMISSIONERS G. LEE GRIFFIN, C. PETE FREMIN AND KIMBERLY DELLAFOSSE WERE ABSENT.

- Opportunity for Public Comment (No Attachment) **NO REQUESTS RECEIVED FROM THE PUBLIC TO ADDRESS THE COMMISSION.**

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 Division of Administration to appoint Cheryl Schilling 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. (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 Teachers' Retirement System of Louisiana to exempt one (1) Manager position from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective July 13, 2016 through July 12, 2020. (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 Revenue to exempt one (1) Legislative Liaison Officer from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 13, 2016 through July 12, 2020. (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 Department of Insurance to extend authority to exempt from the classified service, one (1) Deputy Commissioner, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 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, EFFECTIVE JULY 13, 2016 THROUGH JANUARY 11, 2020.**

- 5) Request of the Department of Natural Resources – Office Conservation, in accordance with State Civil Service Rule 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, 2016 through July 31, 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 AUGUST 1, 2016 THROUGH JULY 31, 2017.**
- 6) Request of the Department of State for authority under the provisions of State Civil Service Rule 23.6(a), to allow all incumbents appointed to the classified WAE Elections Machine Mechanic to work up to 2080 hours in a 12-month appointment period, effective July 1, 2016 through June 30, 2017. (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 Houma Terrebonne Housing Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 13, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Consideration of the Minutes of the Commission Meeting held on June 16, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana War Veterans' Home
 - Avoyelles Correctional Center
 - Louisiana State Employees' Retirement System
 - Department of Children and Family Services
 - Pinecrest Supports and Services Center(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 10) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MAY 23, 2016 THROUGH JUNE 29, 2016.**
- 11) Consideration of a motion to go into Executive Session to conduct the annual Performance Evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONDUCT THE ANNUAL PERFORMANCE EVALUATIONS.**
- 12) Consideration of a motion to Approve Fiscal Year 2015-2016 Performance Evaluations of the: (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED THE FISCAL YEAR 2015-2016 PERFORMANCE EVALUATIONS OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service

- 13) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2016-2017 Performance Planning sessions, on behalf of the Commission, of the: (No Attachment) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED GRANTING THE CHAIRMAN THE AUTHORITY, ON BEHALF OF THE STATE CIVIL SERVICE COMMISSION, TO CONDUCT THE PERFORMANCE PLANNING SESSIONS FOR FISCAL YEAR 2016-2017 OF THE STATE CIVIL SERVICE DIRECTOR AND THE STATE EXAMINER.**
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- 14) Request of the Coastal Protection and Restoration Authority to establish a Special Entrance Rate for the Coastal Resources Scientist, Engineering, Geologist and Surveying job series in accordance with State Civil Service Rule 6.5(b), effective July 13, 2016. (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 Division of Administration (DOA)-Office of State Human Capital Management (OSHCM), in accordance with Civil Service Rule 21.13, for an exception to Civil Service Rule 21.12(b), effective July 18, 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, TO TRANSFER HOUR FOR HOUR COMPENSATORY LEAVE BALANCES UP TO 360 HOURS FOR AFFECTED EMPLOYEES TRANSFERRING FROM DOA-OSHCM TO EXECUTIVE BRANCH AGENCIES, EFFECTIVE JULY 18, 2016.**

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- Director's Report Byron P. Decoteau, Jr., Director
 - *Director Decoteau reminded the HR Community that August 17, 2016 is the deadline to submit requests for consideration by the Commission at its next meeting, which isn't scheduled until September 7, 2016.*
 - *Director Decoteau reminded the HR Community that there will be a quarterly HR Community meeting after the September 7th Commission meeting and that there will be a representative with the Wage and Hour Division from the Department of Labor to discuss FLSA updates.*
 - *Director Decoteau informed the Commission that the Governor issued Executive Order JBE16-32 implementing a freeze on the ability of unclassified employees within the executive branch of state government to receive merit increases.*

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- **Consideration of a motion to recess / 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 11:17 A.M. ON WEDNESDAY, JULY 13, 2016.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN