

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, OCTOBER 5, 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 9:22 A.M. ON WEDNESDAY, OCTOBER 5, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, C. PETE FREMIN, RONALD CARRERE AND KIMBERLY DELLAFOSSE. COMMISSIONER G. LEE GRIFFIN WAS ABSENT.**

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

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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) Public hearing to consider the adoption of amendments to Civil Service Rules 17.6 and 22.2. (Details contained in General Circular 2016-028.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES AS DETAILED IN GENERAL CIRCULAR 2016-028 AND PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENTS TO WHICH THERE WERE NO COMMENTS.**

**ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED AMENDMENTS TO STATE CIVIL SERVICE RULES 17.6 AND 22.2 AS DETAILED IN GENERAL CIRCULAR 2016-028, WITH AN EFFECTIVE DATE OF OCTOBER 5, 2016.**

- 2) Request of the Department of Public Safety and Corrections – Corrections Services to exempt from the classified service, one (1) Assistant Director of Nursing position in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2016 with no expiration. (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, EFFECTIVE OCTOBER 5, 2016 THROUGH OCTOBER 4, 2020.**
- 3) Request of the Louisiana Real Estate Commission and Appraisers Board to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective September 7, 2016. (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 Sabine Parish Housing Authority to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 17, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Consideration of the Minutes of the Special Business Commission Meeting held on August 24, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 6) Consideration of the Minutes of the Commission Meeting held on September 7, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Lafayette Housing Authority
  - Northwestern State University
  - Nicholls State University
  - Northeast Delta Human Service Authority(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 8) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF AUGUST 29, 2016 THROUGH SEPTEMBER 25, 2016.**
- 9) Request of the Southeast Louisiana Flood Protection Authority – West to exempt from the classified service, three (3) Specialist positions, in accordance with State Civil Service Rule 4.1(d)2, effective October 1, 2016 through September 30, 2020. (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 Jefferson Parish Human Services Authority to amend a Special Entrance Rate policy for Social Workers and Professional Counselors, under the provisions of State Civil Service Rule 6.5(b), effective October 10, 2016. (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 **Byron P. Decoteau, Jr., Director**
    - ***Makayla Harris presented the Commission with an overview of the statutes, requirements and timeline for the election process of the Employee Representative to the State Civil Service Commission.***
    - ***Director Decoteau announced the re-establishing of the State Civil Service Human Resources Advisory Committee and provided the Commission with a brief overview.***
    - ***Dana LeBherz presented the CPTP – Competency video to the Commission, which will be released today.***
    - ***Director Decoteau provided the Commission with the FY 2015-2016 Annual Report.***

- *Director Decoteau reminded the HR Community that October 12, 2016 is the deadline to submit requests for consideration at the November 2<sup>nd</sup> Commission meeting.*
  - *Director Decoteau reminded the HR Community of a Special Meeting will be held on Wednesday, October 26, 2016, in the Louisiana Purchase Room at 9:00 A.M. with a Representative from the Department of Labor Wage and Hour Division to discuss the upcoming FLSA changes.*
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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 10:10 A.M. ON WEDNESDAY, OCTOBER 5, 2016.**

**RESPECTFULLY SUBMITTED,**

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

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**DAVID DUPLANTIER, CHAIRMAN**