

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, NOVEMBER 2, 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 9:18 A.M. ON WEDNESDAY, NOVEMBER 2, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE, AND KIMBERLY DELLAFOSSE. VICE-CHAIRMAN D. SCOTT HUGHES AND COMMISSIONER JOHN MCLURE 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 Louisiana Department of Health-Office of Behavioral Health for authority under the provisions of State Civil Service Rule 4.1(d)1, for an additional 1245 hours to be worked within the 12-month appointment period for sixty-five (65) Program Assistants, effective November 2, 2016. (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 Public Safety and Corrections – Corrections Services to exempt from the classified service, one (1) Teach Professional position, in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 2016 through March 3, 2019. 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 East Baton Rouge Parish Housing Authority to extend authority to exempt from the classified service, one (1) Director position in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 2016 through November 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 DECEMBER 1, 2016 THROUGH NOVEMBER 30, 2020.**
- 4) Request of Louisiana State Employees’ Retirement System to extend authority to exempt from the classified service, seven (7) positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 2, 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, EFFECTIVE NOVEMBER 2, 2016 THROUGH NOVEMBER 1, 2020.**

- 5) Request of the Department of Culture, Recreation and Tourism to establish a Dual Career Ladder policy, in accordance with State Civil Service Rule 5.9, effective November 2, 2016. (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 State Employees' Retirement System to amend its Rewards and Recognition policy in accordance with SCS Rule 6.16.1, effective November 2, 2016. (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 Imperial Calcasieu Human Services Authority to establish a Rewards and Recognition policy, in accordance with State Civil Service Rule 6.16.1, effective November 2, 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) Request of Jonesboro Housing Authority to establish an Optional Pay policy, in accordance with State Civil Service Rule 6.16.2, effective November 2, 2016. (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 Department of Public Safety to amend its Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective November 2, 2016.~~ (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN**
- 10) Consideration of the Minutes of the Commission Meeting held on October 5, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 11) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF SEPTEMBER 26, 2016 THROUGH OCTOBER 21, 2016.**
- 12) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana Department of Wildlife and Fisheries
 - Louisiana Tech University
 - Northwest Louisiana War Veterans' Home
 - Louisiana Department of Agriculture and Forestry(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 13) ~~Request of the Department of Public Safety, Office of State Fire Marshal to amend its Special Entrance Rate policy for State Fire Marshal enforcement positions, in accordance with State Civil Service Rule 6.5(b), effective November 2, 2016.~~ (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN**
- 14) Request of the Department of Public Safety, Office of State Fire Marshal to exempt from the classified service, one (1) State Fire Marshal Critical Assets Manager position in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2016 through November 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.**

- 15) Request of the Department of Public Safety, Office of State Fire Marshal to exempt from the classified service, one (1) State Fire Marshal Deputy Chief Special Services and Support position in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2016 through November 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.**
 - 16) Request of the Department of Public Safety, Office of State Fire Marshal to exempt from the classified service, one (1) State Fire Marshal Deputy Chief Enforcement Field Operations position in accordance with State Civil Service Rule 4.1(d)2, effective December 1, 2016 through November 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.**
 - 17) Request of Louisiana Department of Economic Development to extend authority to exempt from the classified service, forty-two (42) Special Project Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 15, 2016 through December 14, 2020. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
 - 18) Request of the Port of New Orleans to establish a Dual Career Ladder policy for the Information Technology Management Consultant 2 – DCL, in accordance with State Civil Service Rule 5.9, effective November 2, 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**

Director Decoteau provided the Commission with background information on the "Ban the Box" initiative, a copy of Act 398 of the 2016 Regular Session, and presented the results and analysis from the SCS Ban the Box Survey.

According to the respondents of the SCS Ban the Box Survey, the attitude toward this initiative for the classified workforce is moderate. No overwhelming support or opposition to removing the conviction history question from the classified employment application was indicated.

The Director informed the Commission of a policy change effective January 1, 2017 for the classified workforce that would do the following:

- *Remove questions #16 and #17 from the classified employment application regarding conviction history.*
- *Empower each agency's appointing authority to make the determination on whether they will ask the question during the application process or not. (If the question will be asked, it will be added as a "supplemental question" at the time of application). The appointing authority will have to state why the question is relevant for the individual position.*
- *For all positions that require a conviction history check by law (law enforcement, child welfare, etc.) the supplemental qualification question will be required.*

The Commission agreed to the implementation of the Director's policy effective January 1, 2017 for the classified employment application, however, would like to discuss promulgating rules that are in-line with Act 398 of the 2016 Regular Session. The Commission would like the Director to bring some rule proposals for the Commission to consider for promulgation at the March 2017 Commission meeting.

- **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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- **Presentation from State Civil Service Director to the Commission on the findings of the State Classified Employee Compensation Study Group. DIRECTOR DECOTEAU PRESENTED THE FINDINGS OF THE STATE CLASSIFIED EMPLOYEE COMPENSATION STUDY GROUP TO THE COMMISSION AND DISCUSSED SOME PAY FOR PERFORMANCE OPTIONS TO CONSIDER. FUTURE PRESENTATIONS/RECOMMENDATIONS WILL BE MADE IN 2017.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:49 A.M. ON WEDNESDAY, NOVEMBER 2, 2016.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN