



MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, DECEMBER 13, 2017

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 9:35 A.M. ON WEDNESDAY, DECEMBER 13, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE AND JO ANN NIXON.

- Opportunity for Public Comment (No Attachment) **BOB BECKER WITH NEW ORLEANS CITY PARK PRESENTED DIRECTOR DECOTEAU WITH CITY PARK IMPROVEMENT ASSOCIATIONS PRESIDENT'S AWARD.**

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 State Civil Service, in accordance with State Civil Service Rule 19.3(b), to consider agency requests for Special Entrance Rates effective January 2, 2018.
 - Exhibit A – SERs recommended for approval **THE COMMISSION APPROVED EXHIBIT A AS RECOMMENDED.** (*Commissioner C. Pete Fremin abstained from voting on this exhibit since his agency is directly affected.*)
 - Exhibit B – SERs recommended for disapproval **THE COMMISSION DISAPPROVED EXHIBIT B AS RECOMMENDED.** (*Commissioner C. Pete Fremin abstained from voting on this exhibit since his agency is directly affected.*)
 - Exhibit C – SERS recommended for higher rates **THE COMMISSION APPROVED EXHIBIT C AS RECOMMENDED.**
- 2) Request of the Department of State Civil Service for authority under the provisions of Civil Service Rule 4.1(d)1, to allow incumbents appointed to a 4.1(d)1 Security Officer position that is filled with off-duty East Baton Rouge Sheriff's Deputies on a rotating basis to provide security in state buildings, to work up to 2080 hours in a 12 month appointment period, effective December 7, 2017 through December 6, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST BY A VOTE OF 6-1. (Vice Chairman Hughes opposed.)**
- 3) Request of the St. James Airport and Transportation Authority to exempt from classified service one (1) Assistant position in accordance with State Civil Service Rule 4.1(d)2, effective December 13, 2017 through December 12, 2021. (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 Environmental Quality to amend its Dual Career Ladder Policy for Engineer positions in accordance with SCS Rule 5.9, effective December 13, 2017. (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 Department of Environmental Quality to amend its Dual Career Ladder Policy for Environmental Scientist positions in accordance with SCS Rule 5.9, effective December 13, 2017. (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 Department of Health to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective December 13, 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 Louisiana State University Agricultural Center to establish a Pay for Employees at Range Maximum policy in accordance with SCS Rule 6.16(g), effective December 13, 2017. (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 Natural Resources to amend its Premium Pay policy for the Office of Coastal Management in accordance with Civil Service Rule 6.16(a), effective December 13, 2017. (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 Housing Authority of the City of Shreveport to establish a Rewards and Recognition Policy in accordance with CS Rule 6.16.1, effective December 13, 2017. (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 Louisiana State University Shreveport to establish a Rewards and Recognition Policy in accordance with SCS Rule 6.16.1, effective December 13, 2017. (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 establish a Crisis Leave Pool policy, in accordance with State Civil Service Rule 11.34, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of State Civil Service to ratify the Director's interim approval of a request from the Louisiana Department of Health, Office of Behavioral Health, to extend the job appointment of Deborah Crump to an Administrative Assistant 3 position, in accordance with State Civil Service Rule 23.5(a), to be effective November 26, 2017 through September 29, 2018. (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 Children and Family Services, in accordance with SCS Rule 6.16(c), for a 10% Individual Pay Adjustment for eight (8) employees in the Disability Determinations

Services section, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 14) Consideration of the Minutes of the Commission Meeting held on November 1, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 15) Monthly Contract Review Report Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF OCTOBER 19, 2017 THROUGH NOVEMBER 28, 2017.**
- 16) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - McNeese State University
 - Southwest Louisiana Veterans Home(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 17) Discussion Concerning Southern University New Orleans Police Officers Supplemental Pay (May adjourn to Executive Session to discuss potential litigation.) **CHIEF BRUCE ADAMS, SOUTHERN UNIVERSITY NEW ORLEANS POLICE DEPARTMENT ADDRESSED THE COMMISSION REGARDING SUPPLEMENTAL PAY BEING RECEIVED BY SUNO'S POLICE DEPARTMENT. *****See actions upon reconvening after adjourning for Executive Session*******
- 18) Request of the Department of Children and Family Services, in accordance with SCS Rule 6.16(c), for an Individual Pay Adjustment in the amount of \$124.20 biweekly for Shameka Rayford, Child Welfare Specialist 2, effective December 13, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **ON MOTION TO DENY DULY MADE, SECONDED, AND PASSED; THE COMMISSION DENIED THE REQUEST BY A VOTE OF 4-2. (Commissioners Fremin and Carrere opposed denying this request.)**
- 19) Request of the Department of State, Secretary of State for an exception to State Civil Service Rule 6.5(d) to amend the rate of pay for all Classified WAE Election Machine Mechanics at six months of employment, effective January 2, 2018. (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 and Compensation Division Administrator Brandy Malatesta presented the following to the Commission:***
 - ***2017 Annual Pay Plan Review***
 - ***Fiscal Year 2016-2017 Turnover Report***
 - ***Director Decoteau reminded the Commission that a copy of the following reports were included in their meeting binders and these reports will be posted by close of business today to the State Civil Service website:***
 - ***Fiscal Year 2016-2017 Rewards & Recognition, Optional Pay, Attainment of Advanced Degree and Dual Career Ladder***
 - ***Fiscal Year Annual Report***

- *Employee Relations Division Administrator Elizabeth Montalbano presented the Commission with the Payroll Comparison report findings.*

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- **Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and possible litigation. (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 AND POSSIBLE LITIGATION AT 11:37 A.M.**
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ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION RECONVENED OUT OF EXECUTIVE SESSION AT 12:14 P.M. ON WEDNESDAY, DECEMBER 13, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, RONALD CARRERE AND JO ANN NIXON. COMMISSION FREMIN WAS ABSENT.

ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 5-1; THE COMMISSION ORDERED THE GENERAL COUNSEL TO OBTAIN AN OPINION FROM THE ATTORNEY GENERAL, ON THE MATTER OF SOUTHERN UNIVERSITY NEW ORLEANS POLICE OFFICERS SUPPLEMENTAL PAY AS IT RELATES TO ITEM #17 OF THIS AGENDA. (*Commissioner Ronald Carrere opposed.*)

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:15 P.M. ON WEDNESDAY, DECEMBER 13, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN