

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, MARCH 7, 2018****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 9:07 A.M. ON WEDNESDAY, MARCH 7, 2018. PRESENT WERE VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE AND JO ANN NIXON. CHAIRMAN DAVID DUPLANTIER WAS 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) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2018-002) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS.**

ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL WITH THE EFFECTIVE DATE TO BE SET BY THE DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS C, D & E BEING SUBJECT TO GUBERNATORIAL APPROVAL OF EXHIBITS A & B WITH THE EFFECTIVE DATE TO BE SET THE SAME AS EXHIBITS A & B; RATIFIED THE DIRECTORS INTERIM APPROVAL OF EXHIBIT F AND SET THE EFFECTIVE DATES THE SAME AS THAT OF THE DIRECTOR'S INTERIM APPROVAL OF MAY 5, 2017 AND OCTOBER 24, 2017.

- 2) Request from the Louisiana Special Education Center to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 7, 2018. (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 from Louisiana Tech University to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 7, 2018. (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 from the Non-Flood Protection Asset Management Authority, in accordance with State Civil Service Rule 11.1(b), to define the standard work week for the Aircraft Rescue and Fire Fighting personnel of the New Orleans Lakefront Airport as a seven (7) day period consisting of forty-two (42) hours which is equal to three (3) duty rotations, effective March 7, 2018. (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 from the Department of Public Safety – Office of State Police for an exception to State Civil Service Rule 19.3(c), for authority to hire Devin King at the third quartile of the TS-318 pay range due to extraordinary qualifications, effective March 7, 2018. (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 from the Pontchartrain Levee District, in accordance with State Civil Service Rule 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 3, 2018 through December 31, 2018 during the High Water Season, Hurricane Season and Annual Levee Inspections of the main line Mississippi River levee. (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 5-1. (COMMISSIONER GRIFFIN OPPOSED.)**
- 7) ~~Request from the Division of Administration – Office of Group Benefits for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 145 hours to be worked within the 12-month appointment period for Tonya Weatherspoon, a Classified WAE Accounting Technician, effective March 7, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **WITHDRAWN.**~~
- 8) Request from the Louisiana Department of Health – Office of the Secretary for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 150 hours to be worked within the 12-month appointment period for Gina Meyer, a Classified WAE Program Manager 1A-DHH, effective March 7, 2018. (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 MARCH 7, 2018 AND DOES NOT INCLUDE ANY HOURS WORKED OVER 1,245 PRIOR TO THIS DATE.**
- 9) Request from the Louisiana Department of Health – Office of the Secretary to reappoint one (1) Classified WAE incumbent, Gina Meyer, who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective May 15, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Consideration of the Minutes of the Commission Meeting held on February 7, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 11) Consideration of the Minutes of the Commission Public Investigation Hearing held on February 21, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 12) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF JANUARY 26, 2018 THROUGH FEBRUARY 16, 2018.**
- 13) Report on Evaluation Reports Issued

Human Resources Evaluation Reports:

- Louisiana Patient's Compensation Fund
(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 14) Presentation by LASERS Representative of proposed new Hybrid Retirement plan for new hires after January 1, 2020. (No Attachment) **MARIS LEBLANC, DEPUTY DIRECTOR OF LASERS, PROVIDED AN OVERVIEW PRESENTATION TO THE COMMISSION OF THE PROPOSED NEW HYBRID RETIREMENT PLAN.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - *Under the provisions of State Civil Service Rule 19.4: Transition Problem Resolution: Director Decoteau informed the Commission of his exemption of a DEQ employee from the current Civil Service Rule 6.5(g) provision as it relates to the Compensation Redesign that became effective on January 1, 2018, due to an unforeseen issue that delayed the employee's start date to January 16, 2018, rather than her intended start date of December 18, 2017.*
 - *SCS issued a press release yesterday announcing efforts to expand into social media. SCS is taking this opportunity to showcase and spotlight the positive sides of state service. We've released A Day in the Life video that we presented to the Commission last month and also will be releasing a video on our new compensation and how market adjustments will help the state retain individual employees.*
 - *SCS will begin issuing its Newsletter once again. It will be released this week. It was previously called The Bridge, now it will be called State Civil Service Spot Light - Every Day for Every Citizen.*
 - *We've started tracking bills that have an impact to State Civil Service for the upcoming regular session and will be providing updates to the Commission.*
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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 REVIEW OF CIVIL SERVICE APPEALS AND TO DISCUSS PERSONNEL MATTERS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:11 A.M. ON WEDNESDAY, MARCH 7, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN