



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
THURSDAY, JULY 6, 2023
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



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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:04 a.m. on July 6, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, John McLure, Craig Netterville, Codi Neyland and Jo Ann Nixon.

- 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) Consideration of the **Minutes** of the Commission meeting held June 7, 2023. **The Commission unanimously approved the minutes as written.**
- 2) Request from the **Department of Transportation and Development (DOTD)** to address the Commission to approve an outsourcing plan for the LA 1 Toll Facility in Leesville and the GeauxPass Customer Service Center in Golden Meadow. **The Commission unanimously granted the request.**
- 3) Request of the **Louisiana Department of Health-Office of Public Health** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Relief Worker positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective July 1, 2023 through June 30, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the effective date of July 1, 2023.**
- 4) Request of the **Department of Agriculture and Forestry** to extend authority to exempt from the classified service, three (3) positions in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2023 through July 9, 2027. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Insurance** to extend authority to exempt from the classified service, one (1) Deputy Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective July 15, 2023 through July 14, 2027. **The Commission unanimously granted the request.**

- 6) Request of the **Louisiana Department of Public Safety, Office of State Fire Marshal**, to exempt from the classified service, two (2) Investigator positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2023 through July 5, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Health-Office of Behavioral Health** to extend the job appointment of Karen Golphin, Program Manager 1-A, in accordance with State Civil Service Rule 23.5(a), effective September 3, 2023 through September 29, 2024. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Culture, Recreation, and Tourism** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 6, 2023. **The Commission unanimously granted the request.**
- 9) Request of **Louisiana Motor Vehicle Commission** to establish a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective July 6, 2023. **The Commission unanimously granted the request.**
- 10) Request of the **Department of Children and Family Services** to compensate non-exempt and exempt Child Welfare employees at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 8, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 11) Request of the **Department of Natural Resources, Office of Conservation**, to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2023 through July 31, 2024. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Public Safety, Office of State Fire Marshal**, to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 6, 2023. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Natural Resources** to amend a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective July 6, 2023. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Children and Family Services** to amend its Incentive Awards policy in accordance with State Civil Service Rule 6.16(d), effective August 8, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 15) Request of the **Lafourche Parish Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 6, 2023. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Children and Family Services** to amend its Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective August 8, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Premium Pay policy for Associate to a Psychologist, Professional Counselor, Social Service Counselor, and Social Worker job titles in accordance with State Civil Service Rule 6.16(a), effective July 6, 2023. **The Commission unanimously granted the request.**

- 18) Request of the **Office of Juvenile Justice** to establish a Premium Pay policy for Professional Counselor, Social Service Counselor, and Social Worker job titles in accordance with State Civil Service Rule 6.16(a), effective July 6, 2023. **The Commission unanimously granted the request.**
- 19) Request of the **Department of Natural Resources, Office of Secretary** to amend a Special Entrance Rate policy for Coastal Resources Scientist job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Public Safety, Office of State Police** to amend a Special Entrance Rate policy for Police Officer job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 2023. **The Commission unanimously granted the request.**
- 21) Request of the **Department of State, Secretary of State**, to establish a Special Entrance Rate policy for Commercial Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 2023. **The Commission unanimously granted the request.**
- 22) Request of twenty-three (23) **Higher Education** state agencies to amend or establish Special Entrance Rate policies for Police Officer job titles, in accordance with State Civil Service Rule 6.5(b), effective July 6, 2023. **The Commission unanimously granted the request.**
- 23) Request of the **Louisiana State University and Agricultural and Mechanical College** to establish a Special Entrance Rate policy for Criminal Investigator job titles in accordance with State Civil Service Rule 6.5(b), effective July 6, 2023. **The Commission unanimously granted the request.**
- 24) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 44 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between March 29, 2023 through June 27, 2023. Due to administrative error, two exceptions were granted in the previous report period of December 28, 2022 through March 28, 2023 but were not reported at the April 5, 2023, SCS Commission meeting: one 6.5(c) and one 6.5(g) exceptions.**
- 25) Request of **State Civil Service** to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission ratified the Director's approval of seven Special Entrance Rates between the period of May 19, 2023 through June 19, 2023.**
- 26) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director's delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director's delegated authority.**

- **Director's Report**

The Louisiana State Senate confirmed Vice Chairman D. Scott Hughes, Commissioner Candice Carter and Commissioner Craig Netterville to the State Civil Service Commission on June 8, 2023.

- **Consideration of a motion to recess for Executive Session to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) On motion duly made, seconded, and unanimously passed, the commission agreed to recess for executive session at 10:26 a.m. to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

The Commission reconvened from Executive Session at 12:00 p.m.

- Upon reconvening from Executive Session, the Commission will hear the following items:
 - 27) Consideration of a motion to approve Fiscal Year 2022-2023 Performance Evaluation of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission approved the Fiscal Year 2022-2023 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
 - 28) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2023-2024 Performance Planning session, on behalf of the Commission, of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission approved granting the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2023-2024 Performance Planning Session, on behalf of the Commission, of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
 - 29) Request of the **Louisiana Department of Public Safety, Office of State Fire Marshal**, to exempt from the classified service twenty-seven (27) positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 6, 2023 through July 5, 2027. **The Commission unanimously granted the request, as recommended by State Civil Service, effective July 6, 2023 through December 6, 2026.**
 - 30) **Public Hearing** to consider proposed changes to Civil Service Rule 22.8. Details contained in General Circular Number 2023-037.
 - Public Comments**Sherri Gregoire, General Counsel, presented the proposed changes to the Commission. After providing opportunity for public comments, to which there were none, on motion duly made, seconded and passed, the Commission unanimously adopted the changes to Civil Service Rule 22.8 of the State Civil Service Rules.**

There being no further business, the meeting adjourned at 12:03 p.m. on July 6, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman