

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, OCTOBER 4, 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 9:11 A.M. ON WEDNESDAY, OCTOBER 4, 2017. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, C. PETE FREMIN AND JO ANN NIXON. COMMISSIONERS G. LEE GRIFFIN AND RONALD CARRERE 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 New Orleans City Park for authority under the provisions of State Civil Service Rule 4.1(d)1, to allow all incumbents appointed to a position approved under 4.1(d)1, to work over the 1245 hour restriction, effective October 7, 2017. (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, TO ALLOW ALL INCUMBENTS APPOINTED TO A 4.1(d)1 PARK ATTENDANT POSITION AT NEW ORLEANS CITY PARK, TO WORK UP TO 2080 HOURS IN A 12-MONTH APPOINTMENT PERIOD, EFFECTIVE OCTOBER 7, 2017 THROUGH OCTOBER 6, 2019.**
- 2) Request of the Office of Juvenile Justice to extend the authority to exempt from the classified service, one (1) Health Services Administrator position, in accordance with State Civil Service Rule 4.1(d)2, effective September 4, 2017 through September 3, 2022. (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 SEPTEMBER 4, 2017 THROUGH SEPTEMBER 3, 2021.**
- 3) Request of the Housing Authority of the City of Sulphur to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 4, 2017. (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 Public Safety – Office of the State Fire Marshal to amend its Perquisite policy in accordance with State Civil Service Rule 6.3.1, effective October 4, 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) Consideration of the Minutes of the Commission Meeting held on September 6, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 6) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF AUGUST 19, 2017 THROUGH SEPTEMBER 20, 2017.**
- 7) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Department of Public Safety
 - Central Louisiana State Hospital
 - Louisiana Department of Health
 - Jefferson Parish Human Services Authority
 - Rayburn Correctional Center
 - Louisiana Public Service Commission(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 8) WITHDRAWN
- 9) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2017-037) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS FOR WHICH THERE WERE NO REQUESTS.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE CLASSIFICATION AND PAY PLAN PROPOSAL FOR EXHIBIT A CONTINGENT UPON GOVERNOR'S APPROVAL; SET THE EFFECTIVE DATE OF EXHIBIT A TO BE SET BY THE DIRECTOR NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - *Reminded HR Community of the promulgation of proposed changes to Civil Service Rule 6.10(d) and set for public hearing at the November Commission meeting.*
 - *Reminded HR Community that October 11th is the deadline for agencies to submit items for the November 1, 2017 Civil Service Commission meeting.*
 - *Updated the Commission of the Department's continued Compensation Redesign Educational Outreach progress with agencies.*
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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.**

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:36 A.M. ON WEDNESDAY, OCTOBER 4, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN