

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, NOVEMBER 1, 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 9:17 A.M. ON WEDNESDAY, NOVEMBER 1, 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) **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 Amendment to Civil Service Rule 6.10(d). (Details contained in General Circular No. 2017-038.) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER ADOPTING PROPOSED AMENDMENT TO CIVIL SERVICE RULE 6.10(d) AS DETAILED IN GENERAL CIRCULAR 2017-038 AND PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENTS TO WHICH THERE WERE NO COMMENTS.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED AMENDMENT TO CIVIL SERVICE RULE 6.10(d) AND SET THE EFFECTIVE AS JULY 1, 2018, CONTINGENT UPON GOVERNOR'S APPROVAL.

- 2) Request of the Department of Public Safety and Corrections-Corrections Services for ongoing authority to exempt from the classified service, one (1) Teach Professional position, in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 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, EFFECTIVE NOVEMBER 1, 2017 THROUGH MARCH 3, 2019.**
- 3) Request of the Southeast Louisiana Flood Protection Authority-East to extend the authority to exempt from the classified service, one (1) Superintendent of Police position, in accordance with State Civil Service Rule 4.1(d)2, effective December 12, 2017 through December 11, 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 Greater Baton Rouge Port Commission to extend the authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 11, 2017 through December 10, 2021. (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 Florida Parishes Human Services Authority for ongoing authority to exempt from the classified service two (2) Nurse Registered positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 1, 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, EFFECTIVE NOVEMBER 1, 2017 THROUGH OCTOBER 31, 2021.**
- 6) Request of the Louisiana Department of Health (LDH)-Office of the Secretary to extend the authority to exempt from the classified service, one (1) Executive Director position #50371047, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2017 through November 5, 2021. (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 Department of Education to extend the authority to exempt from the classified service, twenty-eight (28) positions, and to exempt from the classified service, four (4) new positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 2017 through November 5, 2021. (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 from the Louisiana State University Shreveport to establish an Optional Pay Policy in accordance with State Civil Service Rule 6.16.2, effective November 1, 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 Central Louisiana Technical Community College to establish an Optional Pay Policy in accordance with State Civil Service Rule 6.16.2, effective November 1, 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 the Department of Public Safety and Corrections-Corrections Services to amend its Premium Pay policy within the agency's Comprehensive Pay Policy in accordance with State Civil Service Rule 6.16(a) effective November 1, 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 Public Safety and Corrections—Corrections Services to amend the Special Entrance Rates for the jobs in the Probation and Parole-Adult series in accordance with State Civil Service Rule 6.5(b), effective December 18, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST. (COMMISSIONER FREMIN RECUSED HIMSELF FROM PARTICIPATING IN ANY ACTION TAKEN UPON THIS REQUEST.)**

- 12) Request of the Department of Revenue for authority under provisions of State Civil Service Rule 23.6(a), to allow Traylynn Matthews and Kawana Huggins, appointed to the Classified WAE Revenue Tax Officer, to exceed 1245 hours in a 12 month appointment period effective November 1, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE NOVEMBER 1, 2017 AND DOES NOT INCLUDE ANY HOURS OVER 1,245 PRIOR TO THIS DATE.**
- 13) Consideration of the Minutes of the Commission Meeting held on October 4, 2017. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 14) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF SEPTEMBER 21, 2017 THROUGH OCTOBER 18, 2017.**
- 15) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Department of Environmental Quality
 - Alexandria Housing Authority
 - Coastal Protection and Restoration Authority
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 16) Request of the Florida Parishes Human Services Authority to extend the authority to exempt from the classified service on an ongoing basis, one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective November 6, 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, EFFECTIVE NOVEMBER 6, 2017 THROUGH NOVEMBER 5, 2021.**
- 17) Request of the Office of Juvenile Justice to establish a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective November 1, 2017. (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**
 - ***Informed the Commission of the published General Circular 2017-042 regarding Special Entrance Rates.***
 - ***Effective January 1, 2018 all SER's will be abolished; Agencies with existing SER's that are higher than the new minimum's may request to re-establish SER's at the same rates at the December Commission meeting.***
 - ***Any requests for new or higher SER's will not be considered until the May 2018 Commission meeting.***

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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 10:08 A.M. ON WEDNESDAY, NOVEMBER 1, 2017.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN