



MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, FEBRUARY 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 9:34 A.M. ON WEDNESDAY, FEBRUARY 7, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN AND JO ANN NIXON. COMMISSIONER RONALD CARRERE 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) Election of Officers: (No Attachment)

Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER DAVID DUPLANTIER TO SERVE AS CHAIRMAN.**

Vice Chairman: **THE COMMISSION RE-ELECTED COMMISSIONER D. SCOTT HUGHES TO SERVE AS VICE CHAIRMAN.**

- 2) **10:00 A.M.** Public investigation of **BOBBY GIVENS (BYRON P. DECOTEAU, JR., Complainant), DOCKET NO. I-18372**. The respondent is self-represented and Adrienne Bordelon is representing the complainant. **THE RESPONDENT IS BEING REPRESENTED BY ART SMITH. ****See actions upon reconvening after adjourning for Executive Session******
- 3) Request of the Office of the Governor to appoint Connie Nelson to serve as the Office of the Governor's appointed representative on the Comprehensive Public Training Program (CPTP) Policy Board pursuant to R.S. 42:1261, effective February 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 Department of State Civil Service to ratify the Director's interim approval of a request from Department of Wildlife and Fisheries, Office of Wildlife, to extend the job appointment of Wynona Russ to an Administrative Coordinator 4 position in accordance with State Civil Service Rule 23.5(a), to be effective January 5, 2018 through January 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**

- 5) Request from the Department of Education for an extension of a job appointment for Gregory Theriot, Education Program Consultant 5-A, in accordance with State Civil Service Rule 23.5(a), to be effective February 17, 2018 through February 16, 2019. (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 Department of Education for an extension of a job appointment for Nancy Beben, Executive Management Officer, in accordance with State Civil Service Rule 23.5(a), to be effective February 17, 2018 through February 16, 2019. (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 Red River, Atchafalaya & Bayou Boeuf Levee District to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 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.**
- 8) Request of the Louisiana Housing Corporation to extend authority to exempt from the classified service, one (1) Director of Public Affairs position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2018 with no expiration. (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 FEBRUARY 5, 2018 THROUGH FEBRUARY 4, 2022.**
- 9) Request of the Lake Charles Harbor & Terminal District to extend authority to exempt from the classified service, eight (8) positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 6, 2018 with no expiration. (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 FEBRUARY 6, 2018 THROUGH FEBRUARY 5, 2022.**
- 10) Request of the Department of Transportation and Development to exempt from the classified service, one (1) Special Projects Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective February 7, 2018 through February 6, 2022. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EFFECTIVE FEBRUARY 7, 2018 THROUGH FEBRUARY 6, 2020.**
- 11) Request of the Southeast Louisiana Flood Protection Authority - East to exempt from the classified service, three (3) Manager positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 7, 2018 through February 6, 2022. (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 the Louisiana Department of Health – Medical Vendor Administration to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective February 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.**
- 13) Consideration of the Minutes of the Commission Meeting held on December 13, 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 NOVEMBER 29, 2017 THROUGH JANUARY 25, 2018.**
- 15) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Division of Administration
 - Northeast Louisiana Veterans Home
 - Southeast Louisiana Veterans Home
 - Department of Veterans Affairs
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 16) Request from the Division of Administration, Office of Technology Service, in accordance with State Civil Service Rule 17.3, for approval of an exception to State Civil Service Rule 17.23(d) to bypass the Department Preferred Reemployment List (DPRL) in order to post and fill the position. (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 TO 1. (COMMISSIONER FREMIN OPPOSED.)**
- 17) Request from Department of State Civil Service to ratify the Director's interim approval for authority to re-establish Special Entrance Rates, in accordance with State Civil Service Rule 19.3(b), effective January 2, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 18) Request from the Division of Administration to amend its Crisis Leave Pool policy, in accordance with State Civil Service Rule 11.34, effective February 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.**
- 19) Request from the Department of Agriculture and Forestry to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective February 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.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - ***Presented the Commission with the following:***
 - ***Market Adjustments Video (included a preview of the updated logo for State Civil Service)***
 - ***A Day in the Life of a State Employee Video***
 - ***Provided the Commission with a list of agencies that have not submitted a Payroll Comparison. State Civil Service will send a letter to the Board of each of these agencies and report back to the Commission at the March 7, 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 [RECESS] FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND TO DISCUSS PERSONNEL MATTERS AT 11:28 A.M. AND WILL RECONVENE AT 12:00 P.M. TO CONDUCT THE PUBLIC INVESTIGATION AS LISTED ON ITEM #2 OF THIS AGENDA.**
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ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION RECONVENED OUT OF EXECUTIVE SESSION AT 12:12 P.M. ON WEDNESDAY, FEBRUARY 7, 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN AND JO ANN NIXON. COMMISSIONERS FREMIN AND CARRERE WERE ABSENT.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION RESCHEDULED THE PUBLIC INVESTIGATION AS LISTED ON ITEM 2 OF THIS AGENDA UNTIL WEDNESDAY, FEBRUARY 21, 2018, AT 9:00 A.M. IN THE APPEALS HEARING ROOM, LOCATED ON THE FIRST FLOOR OF THE CLAIBORNE BUILDING.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 12:14 A.M. ON WEDNESDAY, FEBRUARY 7, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN