



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

### AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, OCTOBER 3, 2018

9 A.M.

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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 9:13 A.M. ON WEDNESDAY, OCTOBER 3 2018. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, RONALD CARRERE AND JO ANN NIXON. VICE-CHAIRMAN D. SCOTT HUGHES AND COMMISSIONER C. PETE FREMIN WERE ABSENT.**

- 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) Request of the Department of Culture, Recreation and Tourism to exempt from the classified service one (1) Regional Museum Director position, in accordance with State Civil Service Rule 4.1(d)2, effective October 3, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION UNANIMOUSLY DID NOT APPROVE THE REQUEST, AS RECOMMENDED.**
- 2) Request of the Office of Juvenile Justice to extend authority to exempt from the classified service, one (1) Instructor, in accordance with State Civil Service Rule 4.1(d)2, effective October 3, 2018 through October 2, 2022. (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 of the Florida Parishes Human Services Authority for ongoing authority to exempt from the classified service one (1) Specialist position, in accordance with State Civil Service Rule 4.1(d)2, effective July 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 EFFECTIVE OCTOBER 3, 2018 THROUGH OCTOBER 2, 2022, AS RECOMMENDED.**
- 4) Request of the Division of Administration to extend authority to exempt from the classified service, 142 positions in the Office of Community Development Disaster Recovery Unit in accordance with State Civil Service Rule 4.1(d)2, effective October 13, 2018 through October 12, 2022. (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 Port of New Orleans to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective November 1, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE OCTOBER 3, 2018 AS RECOMMENDED.**
- 6) Request of the Port of South Louisiana to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 3, 2018. (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 Louisiana State Board of Medical Examiners to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 3, 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) Consideration of the Minutes of the Commission Meeting held on September 18, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF AUGUST 18, 2018 THROUGH SEPTEMBER 16, 2018.**
- 10) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Nicholls State University
  - Delgado Community College
  - Northeast Delta Human Services Authority
  - Louisiana Tech University
  - Department of Transportation and Development
  - Louisiana State Penitentiary
  - Louisiana Department of Revenue(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 11) Request of the Director of State Civil Service to present the Annual Pay Plan Review report the State Civil Service Commission in accordance with State Civil Service Rule 6.2(b). **STATE CIVIL SERVICE PRESENTED THE ANNUAL PAY PLAN REVIEW AND DISCUSSED A RECOMMENDATION WITH THE COMMISSION. THE COMMISSION AGREED WITH THE RECOMMENDATION AND APPROVED MOVING FORWARD WITH THE PROMULGATION PROCESS.**
- 12) Request of the Department of Agriculture and Forestry for an exception to State Civil Service Rule 6.5(g), for authority to hire Christopher Rowinsky at the rate of \$1,980.00 biweekly due to extraordinary qualifications, effective October 3, 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**
    - ***Director Decoteau provided the Commission with a list of agencies that have not returned the Employee Market Adjustment Form so that Civil Service can enter the Market Adjustment amounts for those eligible employees in the LaGov HCM system.***

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- Consideration of a motion to *recess/adjourn* for Executive Session to consider litigation and Personnel Matters. (All Commissioners to verbally vote.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER LITIGATION AND PERSONNEL MATTERS.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:07 A.M. ON WEDNESDAY, OCTOBER 3, 2018.**

**RESPECTFULLY SUBMITTED,**

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**BYRON P. DECOTEAU, JR., DIRECTOR**

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**DAVID DUPLANTIER, CHAIRMAN**