



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, NOVEMBER 7, 2018

9 A.M.

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 9:18 A.M. ON WEDNESDAY, NOVEMBER 7, 2018. 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 Changes to Civil Service Rules 22.8(a), 22.3(b)3, 23.3(a)1, 23.4(a)1, and 23.5(b)1. (Details contained in General Circular No. 2018-027)
 - Formal Presentation of Proposed Exhibits
 - Public Comments

THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO CIVIL SERVICE RULES 22.8(a), 22.3(b)3, 23.3(a)1, 23.4(a)1 AND 23.5(b)1 AS DETAILED IN GENERAL CIRCULAR NO. 2018-027 AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NONE.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION ADOPTED THE PROPOSED CHANGES TO CIVIL SERVICE RULES 22.8(a), 22.3(b)3, 23.3(a)1, 23.4(a)1 AND 23.5(b)1 AS DETAILED IN GENERAL CIRCULAR NO. 2018-027, TO BE EFFECTIVE NOVEMBER 7, 2018.

- 2) Request of State Civil Service to delegate the authority to grant exceptions to Civil Service Rule 6.5(c), to the State Civil Service Director for a period of one year, effective November 7, 2018 through November 6, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR A PERIOD OF ONE YEAR, EFFECTIVE NOVEMBER 7, 2018 THROUGH NOVEMBER 6, 2019.**
- 3) Request of State Civil Service to delegate the authority to grant exceptions to Civil Service Rule 6.5(g)(2), to the State Civil Service Director. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST FOR A PERIOD OF ONE YEAR, EFFECTIVE NOVEMBER 7, 2018 THROUGH NOVEMBER 6, 2019.**

- 4) Request of the Southeast Louisiana Flood Protection Authority-West to establish a Special Entrance Rate policy, in accordance with State Civil Service Rule 6.5(b), effective November 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.**
- 5) Request of the Department of Revenue to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective November 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.**
- 6) Request of the Jefferson Parish Human Services Authority to amend their Premium Pay policy in accordance with State Civil Service Rule 6.16(a) effective October 22, 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 Department of Corrections to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 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 Jefferson Parish Housing Authority to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 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.**
- 9) Request of the Department of Treasury to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective November 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.**
- 10) Request from the Port of New Orleans, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for Bridge Tenders, Harbor Police Department and the Firetug Department personnel of the Port of New Orleans. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **AFTER RECEIVING COMMENTS FROM RONALD WENDEL, JR. CPA/VICE PRESIDENT/CHIEF FINANCIAL OFFICER FOR THE PORT OF NEW ORLEANS, AND PUBLIC COMMENTS FROM FELICIA ELMANSUER, NATALIE PAYNE AND JARED WHITE, THE COMMISSION GRANTED THE REQUEST BY A VOTE OF 4-3. (COMMISSIONERS NIXON, FREMIN AND CARRERE OPPOSED.)**
- 11) ~~Request of the Louisiana Department of Wildlife and Fisheries (WLF) – Office of Wildlife under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Paul Johnson, Maintenance Repairer Master, to be effective November 10, 2018 through November 9, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.)~~ **WITHDRAWN.**
- 12) Request of the Louisiana Department of Health (LDH), Office of Behavioral Health (OBH), under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Deborah Crump, Administrative Assistant 3, to be retroactively effective September 29, 2018 through September 29, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 13) Request of the Louisiana Department of Health (LDH), Office of Behavioral Health (OBH), under the provisions of State Civil Service Rule 23.5(a), for an extension of a job appointment for Amber Slater, Program Manager 1-B – DHH, to be retroactively effective October 6, 2018 through September 29, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 14) Consideration of the Minutes of the Commission Meeting held on October 3, 2018. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 15) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF SEPTEMBER 17, 2018 THROUGH OCTOBER 21, 2018.**
- 16) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- Louisiana Housing Corporation
 - University of Louisiana at Monroe
 - Department of Wildlife and Fisheries
 - Northwest Louisiana Veterans Home
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 17) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2018-028) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NO REQUESTS TO ADDRESS THE COMMISSION. WRITTEN COMMENTS WERE RECEIVED AND PROVIDED TO THE COMMISSION FROM DR. MICHAEL E. CARTER, Ph.D.**
- ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE CLASSIFICATION AND PAY PLAN PROPOSAL FOR EXHIBIT A, AS DETAILED IN GENERAL CIRCULAR 2018-028, EFFECTIVE NOVEMBER 7, 2018.**
- 18) Request of the Louisiana Department of Health-Office of the Secretary to exempt from the classified service one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective November 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 AS RECOMMENDED, EFFECTIVE NOVEMBER 7, 2018 THROUGH NOVEMBER 6, 2022.**
- 19) Request of the Division of Administration for an exception to State Civil Service Rule 6.5(g) for authority to hire Steve LeBlanc at a rate above the midpoint due to extraordinary qualifications, effective November 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.**
- 20) Request of the Louisiana State Board of Medical Examiners for an exception to State Civil Service Rule 6.5(g), for authority to hire Rita Arceneaux at a rate above the midpoint due to extraordinary qualifications, effective November 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**
 - **Director Decoteau reminded the Commission that a copy of the following reports were included in their meeting binders and these reports will be posted by close of business today to the State Civil Service website:**
 - **Fiscal Year 2017-2018 Rewards & Recognition, Optional Pay, Attainment of Advanced Degree and Dual Career Ladder**
 - **Fiscal Year Annual Report**

- *Director Decoteau informed the Commission of the success of last month's Workforce Summit:*
 - *50 of our state agencies have representatives in attendance.*
 - *Received great participation and feedback.*
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- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss 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 APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS AND TO DISCUSS PERSONNEL MATTERS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:48 A.M. ON WEDNESDAY, NOVEMBER 7, 2018.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN