



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

COMMISSION WORK SESSION

TUESDAY, JANUARY 8, 2019

9:00 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 MEETING AT 9:12 A.M. ON TUESDAY, JANUARY 8, 2019. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE AND C. PETE FREMIN. COMMISSIONERS G. LEE GRIFFIN, RONALD CARRERE AND JO ANN NIXON WERE ABSENT.

THERE WERE NO GENERAL REQUESTS MADE FOR PUBLIC COMMENT.

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.**

- **Commission Work Session (No Attachment)**

- Consideration of a motion to *recess* for Executive Session to conduct Applicant Interviews for the State Examiner position for the Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO RECESS FOR EXECUTIVE SESSION TO CONDUCT APPLICANT INTERVIEWS FOR STATE EXAMINER POSITION FOR THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE AT 9:13 A.M.**
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THE COMMISSION RECONVENED FROM EXECUTIVE SESSION AT 3:20 P.M.

THER BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 3:21 P.M., UNTIL WEDNESDAY, JANUARY 9, 2019.



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DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS

WEDNESDAY, JANUARY 9, 2019

9:00 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 RE-CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:07 A.M. ON WEDNESDAY, JANUARY 9, 2019. 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 UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADD A MOTION TO THE AGENDA, TO CONSIDER APPOINTING THE NEW STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE, AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NONE. *[ALL COMMISSION MEMBERS PRESENT FOR THIS MEETING VOTED ON THIS MATTER.]*

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPOINTED ADRIENNE BORDELON AS THE NEW STATE EXAMINER OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE; AND FURTHER AUTHORIZED THE CHAIRMAN TO DEAL WITH ANY PERSONNEL AND PAY MATTERS RELATED TO THE HIRING PROCESS OF THE NEW STATE EXAMINER, AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NONE. *[ONLY THE COMMISSIONERS THAT CONDUCTED THE CANDIDATE INTERVIEWS PARTICIPATED IN THE VOTE OF THIS MATTER.]*

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

2) Public Hearing to Consider Proposed changes to Civil Service Rules 13.11(a) and 13.36(b)1 and Proposed Adoption of Civil Service Rules 13.39 and 13.40 (Details contained in General Circular No. 2018-038)

- Public Comments

AFTER RECEIVING COMMENTS FROM THE DIRECTOR, AND PROVIDING OPPORTUNITY FOR PUBLIC COMMENTS, TO WHICH THERE WERE NONE, THE COMMISSION ACCEPTED THE AMENDED PROPOSED CHANGES TO CIVIL SERVICE RULES 13.11(a) AND 13.36(b)1; AND THE AMENDED PROPOSED ADOPTION OF CIVIL SERVICE RULE 13.39.

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION AMENDED CIVIL SERVICE RULES 13.11(a) AND 13.36(b)1 AND ADOPTED CIVIL SERVICE RULE 13.39 AS AMENDED ON THE FLOOR, EFFECTIVE JANUARY 9, 2019.

- 3) Request of Department of Education to exempt from the classified service, one (1) Director position, in accordance with Civil Service Rule 4.1(d)2, effective January 9, 2019 through January 8, 2023. (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 JANUARY 9, 2019 THROUGH NOVEMBER 5, 2021.**
- 4) Request of the Department of Public Safety – Office of State Police, to amend its Perquisites policy in accordance with Civil Service Rule 6.3.1, effective January 9, 2019. (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 Jefferson Parish Human Services Authority to amend its Premium Pay policy in accordance with Civil Service Rule 6.16(a), effective January 9, 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 of the Department of Agriculture and Forestry for an Individual Pay Adjustment in the amount of \$124.00 biweekly for Dr. Amanda Normand, Veterinarian, in accordance with Civil Service Rule 6.16(c), effective January 9, 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 Imperial Calcasieu Human Services Authority to amend its Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective January 9, 2019. (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 December 5, 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 NOVEMBER 19, 2018 THROUGH DECEMBER 17, 2018.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Department of Corrections—Adult Probation and Parole
(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - **Director Decoteau publicly congratulated Adrienne Bordelon on her appointment as the new State Examiner.**

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- Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals 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 REVIEW OF CIVIL SERVICE APPEALS AND OTHER MATTERS BEFORE THE COMMISSION.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:52 A.M. ON WEDNESDAY, JANUARY 9, 2019.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN