



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

### AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, FEBRUARY 6, 2019

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 9:19 A.M. ON WEDNESDAY, FEBRUARY 6, 2019. 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.**

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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 Public Safety and Corrections – Corrections Services to renew the authority to exempt from the classified service twenty-one (21) Teach Professional positions, two (2) Principal positions and one (1) Coach position, in accordance with Civil Service Rule 4.1(d)2, effective March 4, 2019 through March 3, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of the Florida Parishes Human Services Authority to exempt from the classified service one (1) Nurse Registered position, in accordance with Civil Service Rule 4.1(d)2, effective February 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 AS RECOMMENDED, EFFECTIVE FEBRUARY 6, 2019 THROUGH FEBRUARY 5, 2023.**
- 3) Request of the Northeast Delta Human Services Authority to exempt from the classified service five (5) Nurse Registered positions, in accordance with Civil Service Rule 4.1(d)2, effective February 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 AS RECOMMENDED, EFFECTIVE FEBRUARY 6, 2019 THROUGH FEBRUARY 5, 2023.**
- 4) Request of Louisiana Educational Television Authority (LETA)/Louisiana Public Broadcasting (LPB) to exempt from the classified service two (2) Mass Communications Specialist positions, 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 FEBRUARY 6, 2019 THROUGH FEBRUARY 5, 2023.**
- 5) Request of the Department of Transportation and Development to amend its Rewards and Recognition policy, in accordance with Civil Service Rule 6.16.1, effective February 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.**

- 6) Request of the Tensas Basin Levee District to establish an Optional Pay policy in accordance with Civil Service Rule 6.16.2, effective February 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.**
- 7) Request of the Department of Natural Resources to amend its Perquisites policy in accordance with Civil Service Rule 6.3.1, effective February 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.**
- 8) Request of the Department of Veterans Affairs for authority under the provisions of Civil Service Rule 4.1(d)1, to allow incumbents appointed to a 4.1(d)1 Coordinator position to work up to 2080 hours in a 12-month period, effective July 1, 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 THE CURRENT YEAR.**
- 9) Request of the Department of Public Safety – Office of State Fire Marshal to exempt from the classified service one (1) Emergency Management Officer position in accordance with Civil Service Rule 4.1(d)2, effective February 6, 2019 through February 5, 2023. (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 University of Louisiana at Lafayette to establish a Rewards and Recognition policy in accordance with Civil Service Rule 6.16.1, effective February 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.**
- 11) Public Hearing to Consider Proposed changes to the Classification and Pay Plan. (Details contained in General Circular 2019-005). **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN AND PROVIDED OPPORTUNITY FOR PUBLIC COMMENTS.**

**ON MOTIONS DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A AND B, BEING CONTINGENT UPON GOVERNOR'S APPROVAL AND GRANTED AUTHORITY TO THE DIRECTOR TO SET THE EFFECTIVE DATE TO BE NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL; APPROVED EXHIBITS C, D, AND E, AND GRANTED AUTHORITY TO THE DIRECTOR TO SET THE EFFECTIVE DATE TO BE NO SOONER THAN 10 DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL OF EXHIBITS A AND B; RATIFIED DIRECTOR'S APPROVAL FOR EXHIBIT F WITH AN EFFECTIVE DATE OF JANUARY 17, 2019; AND RATIFIED DIRECTOR'S APPROVAL FOR EXHIBIT G WITH AN EFFECTIVE DATE OF NOVEMBER 15, 2018 FOR THE REVENUE TAX OFFICERS AND DECEMBER 13, 2018 FOR THE ENVIRONMENTAL PROJECT SPECIALISTS.**

- 12) Consideration of the Minutes of the Commission Meeting held on January 8-9, 2019. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 13) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF DECEMBER 18, 2018 THROUGH JANUARY 20, 2019.**
- 14) Report on Evaluation Reports Issued  
**Human Resources Evaluation Reports:**
  - Southern University
  - LSU Health Sciences Center—New Orleans
  - Louisiana State Board of Cosmetology(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**

- 15) Request of the Department of Children and Family Services to address the Commission and discuss the Quality Improvement Center – Workforce Development Grant and its effect on DCFS employees and the welfare of children in the State of Louisiana. **(NO COMMISSION ACTION REQUIRED.) SECRETARY MARKET WALTERS PROVIDED THE COMMISSION WITH AN OVERVIEW OF THE PROGRESS OF THE QUALITY IMPROVEMENT CENTER – WORKFORCE DEVELOPMENT GRANT FOR THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES.**
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- Director's Report **Byron P. Decoteau, Jr., Director**
    - ***Reminded HR Community of the General Circular issued regarding Prohibited Political Activities and to be sure to share this information with employees and to be mindful of these prohibitions when using social media.***
    - ***Provided the Commission with the Annual Performance Evaluation System Report for Fiscal Year 17/18. This report will be published on our website this afternoon.***
    - ***Presented Civil Service [Next] to the Commission outlining the Department's vision, commitment to customer service and internal re-organization. More information will be available for the HR Community at the March HR Community 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.**
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**THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:29 A.M. ON WEDNESDAY, FEBRUARY 6, 2019.**

**RESPECTFULLY SUBMITTED,**

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

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**DAVID DUPLANTIER, CHAIRMAN**