



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, MARCH 6, 2019

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 9:08 A.M. ON WEDNESDAY, MARCH 6, 2019. PRESENT WERE VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, AND JO ANN NIXON. CHAIRMAN DAVID DUPLANTIER AND COMMISSIONER 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 PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request of the New Orleans Center for Creative Arts (NOCCA) to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective March 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.**
- 2) Request of the Department of Public Safety-Office of State Police to establish a Special Entrance Rate policy, in accordance with State Civil Service Rule 6.5(b), effective March 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.**
- 3) Request of the River Parishes Community College to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 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.**
- 4) Request of the Delgado Community College to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 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.**
- 5) Request from Pontchartrain Levee District, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 1, 2019 – December 31, 2019 during the High Water Season, Hurricane Season and Annual Levee Inspections of the main line Mississippi River levee. (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 Public Safety-Office of Motor Vehicle to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 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 Public Safety-Office of Motor Vehicle to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 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) Consideration of the Minutes of the Commission Meeting held on February 6, 2019. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 9) Monthly Contract Review Report – **VICE CHAIRMAN HUGHES PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF JANUARY 21, 2019 THROUGH FEBRUARY 17, 2019.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Monroe Housing Authority
 - Grambling State University
 - Louisiana Real Estate Commission
 - Louisiana Schools for the Deaf and Visually Impaired(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 11) Request of the Department of Education to exempt from the classified service two (2) Govern for America Fellows, in accordance with State Civil Service Rule 4.1(d)2, effective March 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 MARCH 6, 2019 THROUGH MARCH 5, 2023.**

-
- Director's Report **Byron P. Decoteau, Jr., Director**
 - ***The HR Community Meeting will take place at 1:00 p.m. on March 6, 2019. The new organizational structure of State Civil Service will be among the topics discussed.***
 - ***The new organizational structure of State Civil Service that was presented to the Commission at the previous meeting will become effective March 11, 2019.***
 - ***Sherri Gregoire has been selected as General Counsel for State Civil Service. Her first day with the department will be March 11, 2019.***
 - ***Director Decoteau presented a plaque to Misty McAfee for her outstanding commitment, dedication and service to State Civil Service and the Commission. Ms. McAfee has accepted a position with the Office of State Examiner-Municipal Fire and Police.***

-
- **Consideration of a motion to recess. (All Commissioners to verbally vote.)**
ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN.
-

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 9:30 A.M. ON WEDNESDAY, MARCH 6, 2019.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN