



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, APRIL 3, 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 9:12 a.m. on Wednesday, April 3, 2019. 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) Consideration of the Minutes of the Commission Meeting held on March 6, 2019. **The Commission approved the minutes as written.**
- 2) Request of Southeastern Louisiana University to amend their Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 3, 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 White Castle Housing Authority to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective April 3, 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 Department of Public Safety and Corrections-Public Safety Services to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 3, 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 Louisiana State Employees' Retirement System to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 3, 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 Baton Rouge Community College to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective April 3, 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 Department of Public Safety and Corrections-Corrections Services to exempt from the classified service three (3) Govern for America Fellows, in accordance with State Civil Service Rule 4.1(d)2, effective April 3, 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 April 3, 2019 through April 2, 2023.**
- 8) Request of the Louisiana Department of Health-Office of Citizens with Developmental Disabilities to extend the job appointment of Alan Dominique, Program Monitor-DHH, in accordance with State Civil Service Rule 23.5(a), effective April 27, 2019 through September 30, 2020. (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 Louisiana Department of Wildlife and Fisheries (WLF)-Office of Wildlife under the provisions on State Civil Service Rule 23.5(a), for an extension of a job appointment for Eva Szyzkoski, Wildlife and Fisheries Technician 4, to be effective June 8, 2019 through June 30, 2021. (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 Department of Secretary of State to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective April 3, 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) Request of the Non-Flood Protection Asset Management Authority, in accordance with State Civil Service Rule 11.1(b), to define the standard workweek for the Aircraft Rescue and Fire Fighting (ARFF) personnel of the New Orleans Lakefront Airport as a seven (7) day period consisting of forty-eight (48) hours, effective April 3, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 12) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the Department for the period of February 19, 2019 through March 25, 2019.**
- 13) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Louisiana Correctional Institute for Women
 - Elayn Hunt Correctional Center(Appearance by Melinda Robert of the Department of State Civil Service.) **Melinda Robert presented the reports to the Commission.**
- 14) Report on State Civil Service Rule 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau reported that 16 total exceptions were granted under SCS Rule 6.5(c) and 6.5(g) for the period of November 7, 2018 through March 25, 2019.**

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- Director's Report: Byron P. Decoteau, Jr.
 - The Department is monitoring legislation and will continue to update the Commission on any legislation that affects State Civil Service. Director Decoteau informed the commission of HB 96, a Constitutional Amendment authored by Representative Steve Pylant, which states that employees hired on or after January 1, 2020 shall be placed in the unclassified service. The Department has reached out to Representative Pylant to discuss the bill and will keep the Commission updated.
 - State Civil Service appeared before the House Appropriations Committee on April 2, 2019.
 - Director Decoteau thanked Dana LeBherz, Talent Development Division Administrator, for organizing focus groups regarding the Performance Evaluation System (PES). The department is

currently examining the current PES system and hopes to bring recommendations about the system to the Commission by the end of the year.

- **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 Personnel Matters.**
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There being no further business, the meeting adjourned at 9:42 a.m. on Wednesday, April 3, 2019.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman