



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JULY 10, 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 9:10 a.m. on Wednesday, July 10, 2019. Present were Chairman David Duplantier, Vice-Chairman D. Scott Hughes, Commissioners C. Pete Fremin, G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner Ronald Carrere, Jr., was 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) Consideration of the Minutes of the Commission meeting held June 5, 2019. **The Commission unanimously approved the minutes as written.**
- 2) Request for Commission Approval of Suspension Pending Criminal Proceedings of Jerry Oubre by the Board of Regents. **The Commission unanimously granted the request.**
- 3) Request of the Louisiana Department of Revenue for an exception to State Civil Service Rule 14.1(p), to allow a classified employee currently serving as statutory appointing authority in the Department to be eligible for promotion to a classified position. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 4) Public Hearing to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2019-025). **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 unanimously passed; the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval and unanimously granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval; unanimously approved Exhibits C, D, E and F being contingent upon the Governor's approval and unanimously granted authority to the Director to set the effective date to be no sooner than 10 days after the date of gubernatorial approval.

- 5) Request of the Board of Regents to establish a Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective July 10, 2019. Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 6) Request of the Board of Tax Appeals to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 7) Request of the Louisiana Governor's Office of Elderly Affairs to establish a Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 8) Request of the Jefferson Parish Human Services Authority to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 9) Request of the Southeast Louisiana Flood Protection Authority-East to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 10) Request of the Jefferson Parish Human Services Authority to amend its Dual Career Ladder Policy, in accordance with State Civil Service Rule 5.9, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 11) Request of the Department of Agriculture & Forestry to extend authority to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2019 through July 9, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 12) Request of the Department of Agriculture & Forestry to extend authority to exempt from the classified service one (1) Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2019 through July 9, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 13) Request of the Department of Agriculture & Forestry to extend authority to exempt from the classified service one (1) Supervisor position, in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2019 through July 9, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 14) Request of the Louisiana Department of Health, Office of the Secretary, to extend authority to exempt from the classified service one (1) Director of Emergency Services position, in accordance with State Civil Service Rule 4.1(d)2, effective July 15, 2019 through July 14, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 15) Request of the Department of Insurance to extend authority to exempt from the classified service one (1) Deputy Commissioner position, in accordance with State Civil Service Rule 4.1(d)2, effective July 15, 2019 through July 14, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 16) Request of the Southeast Louisiana Flood Protection Authority-East to extend authority to exempt from the classified service, one (1) Operations Director position, in accordance with State Civil Service Rule 4.1(d)2, effective retroactive to June 3, 2019 through June 2, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 17) Request of the Southeast Louisiana Flood Protection Authority-East to extend authority to exempt from the classified service, one (1) Regional Finance Director position, in accordance with State Civil Service Rule 4.1(d)2, effective retroactively to June 3, 2019 through June 2, 2023. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 18) Request of the Louisiana Department of Revenue for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 600 hours to be worked within the 12-month appointment period, for Kaila Kelly, a Classified WAE Revenue Tax Analyst 2, effective July 10, 2019 (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**
- 19) Request of the Department of Natural Resources to pay all non-exempt and exempt Emergency Support Function Workers at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended to pay all non-exempt and exempt Emergency Support Function Workers at the time and one-half rate, effective July 10, 2019 through July 9, 2024.**
- 20) Request of the Louisiana Department of Health for authority to compensate employees in FLSA Exempt Registered Nurse 3 (RN3) job titles at Villa Feliciana Medical Complex (VFMC), Central Louisiana State Hospital (CLSH), and Eastern Louisiana Mental Health System (ELMHS) the time and one-half rate for performed overtime, effective July 1, 2019 through December 31, 2019 under the provisions of State Civil Service Rule 21.9(d). (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 21) Request of the Louisiana Department of Health, Office of Behavioral Health—Eastern Louisiana Mental Health System to amend three (3) Premium Pay policies in accordance with State Civil Service Rule 6.16(a), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 22) Request of the Department of Transportation and Development to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended, subject to the approval of the Bridge Inspector job series by the Governor. The effective date of this policy will coincide with the effective date of the Bridge Inspector job series.**
- 23) Request of State Civil Service to establish Special Entrance Rates for Engineers in accordance with State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 24) Request of the Coastal Protection and Restoration Authority to amend a Special Entrance Rate Policy under the provisions of State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**

- 25) 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 July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 26) Request of the Louisiana Department of Health (LDH), Office of Aging and Adult Services, to amend its Special Entrance Rate policy for Nursing Assistant (NA) job titles at Villa Feliciana Medical Complex (VFMC), in accordance with State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 27) Request of the Louisiana Department of Health (LDH) to amend its Special Entrance Rate policy for Practical Nurse-Licensed (LPN) series and Registered Nurse (RN) series at all four (4) LDH facilities, in accordance with State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 28) Report on State Civil Service Rule 6.5(c) and 6.5(g) Exceptions unanimously granted by the Director. **Director Decoteau reported 18 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were unanimously granted for the period of March 26, 2019 through July 1, 2019.**
- 29) Consideration of a motion to go into Executive Session to conduct the annual Performance Evaluation of the:
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- (No attachment) **On motion duly made, seconded, and unanimously passed; the Commission agreed to recess for Executive Session to conduct the annual Performance Evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
- 30) Consideration of a motion to approve Fiscal Year 2018-19 Performance Evaluation of the:
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- (No attachment) **On motion duly made, seconded, and unanimously passed; the Commission approved the Fiscal Year 2018-19 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
- 31) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2019-2020 Performance Planning session, on behalf of the Commission, of the:
- State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service
- (No attachment) **On motion duly made, seconded, and unanimously passed; the Commission approved granting the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2019-2020 Performance Planning session, on behalf of the Commission, of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
- 32) Resolution to delegate the powers of appointing authority to David L. Duplantier, Chairman, in connection with the State Examiner of Municipal Fire and Police Civil Service. **The Commission unanimously adopted the Resolution.**
- 33) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the Department for the period of May 21, 2019 through June 26, 2019.**

- 34) Report on Human Resource Evaluation Reports Issued
(Appearance by Melinda Robert)
- LSU Agricultural Center
 - Florida Parishes Human Services Authority
 - Louisiana Economic Development
 - Southeastern Louisiana University
- Melinda Robert presented the reports to the Commission.
- 35) Request of the Department of State Civil Service to establish a transitional Special Entrance Rate Policy for Engineer titles proposed for abolishment or job title change, under the provisions of State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 36) Request of the Department of Transportation and Development to amend a Special Entrance Rate Policy under the provisions of State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request.**
- 37) Request of the Louisiana Department of Veterans Affairs (DVA) to amend its Special Entrance Rate policy for Practical Nurse-Licensed (LPN) series, Registered Nurse (RN) series and Psychiatric Aide Supervisor series at the Louisiana War Veterans Home, in accordance with State Civil Service Rule 6.5(b), effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request to amend its Special Entrance Rate policy for Practical Nurse-Licensed (LPN) series, Registered Nurse (RN) series, Nursing Assistant series and Psychiatric Aide Supervisor series at the Louisiana War Veterans Home, effective July 10, 2019.**

On motion duly made, seconded, and unanimously passed; the Commission agreed to add to the agenda a request from Department of Children and Family Services to exempt from the classified service one (1) Executive Director in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2019.

- 38) Request of the Department of Children and Family Services to exempt from the classified service one (1) Executive Director in accordance with State Civil Service Rule 4.1(d)2, effective July 10, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission unanimously granted the request as recommended effective July 10, 2019 through July 9, 2020.**

-
- Director's Report: Byron P. Decoteau, Jr.

Director Decoteau informed the Commission of House Concurrent Resolution 61 from the 2019 Regular Legislative Session, which urges and requests each state agency to offer interviews to each qualified veterans who applies to fill a job vacancy at the agency. He told the Commission the agency is looking at how it can improve hiring for veterans.

Director Decoteau provided the Commission with an update of the agency's preliminary study of the Performance Evaluation System. The agency hopes to provide the Commission with a formal presentation by the end of the calendar year.

- **Consideration of a motion to *recess/adjourn* for Executive Session to discuss personnel matters and Applications for Review. (All Commissioners to verbally vote.) On motion duly made, seconded, and unanimously passed;**

The Commission recessed at 10:07 a.m. for Executive Session to conduct the annual performance evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.

The Commission reconvened from Executive Session at 11:18 a.m. to approve the Fiscal Year 2018-19 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.

There being no further business, the Commission adjourned to Executive Session to discuss Applications for Review and matters before the Commission at 11:19 a.m. on July 10, 2019.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman