



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, DECEMBER 4, 2019  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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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 9:15 a.m. on Wednesday, December 4, 2019. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., G. Lee Griffin, John McLure and Jo Ann Nixon. Commissioner C. "Pete" Fremin was absent.

- Opportunity for Public Comment (No Attachment)

Ed Parker signed in to speak. When called upon by Chairman Duplantier, Mr. Parker waived his opportunity to speak.

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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) Consideration of the **Minutes** of the Commission meeting held November 6, 2019. **The Commission approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2019-042) **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 & B, being contingent upon the 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; unanimously approved Exhibits C, D & E and granted authority to the Director of State Civil Service to set the effective date no sooner than 10 days following Commission approval; and ratified the Director's approval for Exhibit F with an effective date of October 28, 2019.**

- 3) Request of the **Department of Transportation and Development** to amend an Advanced Degree policy in accordance with State Civil Service Rule 6.16(h), effective December 4, 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 **McNeese State University** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective December 4, 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 **Ascension/St. James Regional Airport** to exempt from the classified service, one (1) Line Service Technician position, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2019 through December 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.**
- 6) Request of the **Department of State, Secretary of State** to extend authority to exempt from the classified service one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective January 17, 2020 through January 11, 2024. (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 State, Secretary of State** 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 January 12, 2020 through January 11, 2024. (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 State, Secretary of State** to extend authority to exempt from the classified service one (1) Executive Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 2020 through January 11, 2024. (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 **Department of Transportation and Development** to extend authority to exempt from the classified service one (1) Chief of Staff position #50518538 under State Civil Service Rule 4.1(d)2, effective January 12, 2020 through January 11, 2024. (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 Transportation and Development** to extend authority to exempt from the classified service one (1) Special Projects Officer position #50551945 under State Civil Service Rule 4.1(d)2, effective February 7, 2020 through February 6, 2024. (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 **Department of the Treasury** to exempt from the classified service one (1) Deputy Treasurer of Policy and Research position in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2019 through December 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.**
- 12) Request of the **Division of Administration** to extend authority to exempt from the classified service, one (1) Internal Audit Administrator position #50386015, in accordance with State Civil Service Rule 4.1(d)2, effective January 9, 2020 through January 8, 2024. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 13) Request of the **East Baton Rouge Housing Authority** to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2019 through December 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.**
- 14) Request of the **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, one (1) Assistant Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 9, 2019 through December 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.**

- 15) Request of the **Louisiana State Board of Medical Examiners** to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2019 through December 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.**
- 16) Request of **South Central Louisiana Human Services Authority** to exempt from the classified service five (5) Registered Nurse positions, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2019 through December 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.**
- 17) Request of the **Louisiana State Board of Architectural Examiners** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective December 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 18) Request of **Louisiana State University A&M College Veterinary Medicine Hospital**, to establish a Perquisites policy in accordance with State Civil Service Rule 6.3.1, effective December 4, 2019. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 19) Request of the **Division of Administration** to pay all non-exempt and exempt employees at the time and one-half rate for emergency situations, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective December 4, 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 by the Department for a one-year period, effective December 4, 2019 through December 3, 2020 and that the agency will report on the use of this policy to the State Civil Service Commission at the conclusion of the one-year term.**
- 20) Request of the **Louisiana Department of Health, Office of Behavioral Health-Eastern Louisiana Mental Health System** to amend its Special Entrance Rate policy for its Social Worker job series in accordance with State Civil Service Rule 6.5(b), effective December 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 21) Request of the **Louisiana Department of Health, Office of Behavioral Health-Eastern Louisiana Mental Health System** to establish a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective December 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**
- 22) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period October 26, 2019 through November 25, 2019.**
- 23) Request of the **Louisiana Department of Health, Office of Behavioral Health-Eastern Louisiana Mental Health System** to amend a Special Entrance Rate Policy in accordance with State Civil Service Rule 6.5(b), effective December 4, 2019. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **The Commission granted the request.**

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- Director's Report: Byron P. Decoteau, Jr.  
**Director Decoteau reminded the Commissioners of the Preventing Sexual Harassment Training and Ethics Training available to them after the commission meeting.**

**Director Decoteau wished the Commissioners a happy holiday season.**

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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 adjourned.**
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There being no further business, the meeting adjourned at 9:57 a.m. on December 4, 2019.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman