



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, FEBRUARY 5, 2020
9:00 A.M.

BYRON P. DECOTEAU, JR.
DIRECTOR

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 9:06 a.m. on Wednesday, February 5, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Curtis "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.
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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 January 8, 2020. **The Commission approved the minutes as written.**
- 2) Request from **Tensas Basin Levee District** to establish an Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective February 5, 2020. **The Commission unanimously granted the request.**
- 3) Request of the **Alexandria Housing Authority** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 5, 2020. **The Commission unanimously granted the request.**
- 4) Request of the **Sabine Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective February 5, 2020. **The Commission unanimously granted the request.**
- 5) Request of the **Sabine Housing Authority** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective February 5, 2020. **The Commission unanimously granted the request.**
- 6) Request of the **Coastal Protection and Restoration Authority** to exempt one (1) Administrator position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2020 through October 4, 2023, and to rescind authority granted under State Civil Service Rule 4.1(d)2, for position #50409920, Attorney. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Health, Office of the Secretary**, to extend authority to exempt from the classified service, one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective January 12, 2020 through January 11, 2024. **The Commission unanimously granted the request.**

- 8) Monthly Contract Review Report Director Decoteau provided a summary of contracts reviewed by the department for the period of December 31, 2019 through January 24, 2020.
- 9) Request of the **Department of Children and Family Services** to exempt from the classified service one (1) Project Advisor position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2020 to January 11, 2024. **The Commission unanimously granted the request.**
- 10) Request of the **Department of Children and Family Services** to exempt from the classified service one (1) Project Director position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2020 to February 4, 2024. **The Commission unanimously granted the request.**

- Director's Report

Director Decoteau informed the Commission of the department's intent to promulgate rules relating to job appointments, 6.5(g), corresponding adjustments and vocational rehabilitation. The department hopes to present the proposed rule changes at the April 1, 2020, Commission meeting.

Director Decoteau informed the Commission that Nicole Tucker has been named Chief Operating Officer for State Civil Service.

Melinda Robert, Compliance and Audit Administrator, provided the Commission with an update on the Compliance and Audit Division. As a result of a re-branding project that began in 2019, the following has occurred:

- Re-focus on the core mission of the Accountability Division—SCS Rule Compliance
 - Name change to the Compliance and Audit Division
 - Compliance Audit sample size will be based on the size of the agency
 - Further integration with the PODS
 - Discussion and review of agency trends as part of the review process and real-time data reporting in LaGov HCM
 - Team audits will be conducted for various groups of related agencies
 - Compliance Audit Reports will be presented to the Commission quarterly
- Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.)

On motion duly made, seconded and unanimously passed, the Commission agreed to recess at 9:32 a.m. for Executive Session to consider Applications for Review of Civil Service Appeals and personnel matters.

The Commission reconvened at 10:32 a.m.

There being no further business, the meeting adjourned at 10:33 a.m. on February 5, 2020.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman