



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 3, 2020
9:00 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, June 3, 2020. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., Curtis "Pete" Fremin, G. Lee Griffin and Jo Ann Nixon. Commissioner John McLure 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 May 6, 2020. **The Commission unanimously approved the minutes as written.**
- 2) Request of the **Louisiana Public Defender Board** to extend authority to exempt from the classified service, one (1) Program Development and Resource Management Officer, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2020 through June 30, 2024. **The Commission unanimously granted the request.**
- 3) Request of the **Louisiana Secretary of State, Department of State** to extend authority to exempt from the classified service one (1) Liaison Officer position in accordance with State Civil Service Rule 4.1(d)2, effective June 5, 2020 through February 29, 2024. **The Commission unanimously granted the request.**
- 4) Request of the **Teachers' Retirement System of Louisiana** to extend authority to exempt from the classified service, one (1) Private Assets Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective July 13, 2020 through July 12, 2024. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Transportation and Development** to amend its Dual Career Ladder Policies, in accordance with State Civil Service Rule 5.9, effective June 3, 2020. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Children and Family Services (DCFS)** to extend the job appointment of Lakeisha Ealy, Social Services Analyst 2, in accordance with State Civil Service Rule 23.5(a), effective June 20, 2020 through June 19, 2024. **The Commission unanimously granted the request as recommended by the Department effective June 20, 2020 through June 19, 2021.**

- 7) Request of the **Louisiana Department of Wildlife and Fisheries—Office of Wildlife** to extend the job appointment of Casey Wright, Biologist 3, in accordance with State Civil Service Rule 23.5(a), July 1, 2020 through June 30, 2021. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Secretary of State, Department of State** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to reappoint incumbents who previously exceeded the 1245 hours in a 12-month appointment period and to allow all incumbents appointed to the Classified WAE job title, Election Machine Mechanic, to work up to 2080 hours in a 12-month appointment period, effective July 1, 2020 through June 30, 2021. **The Commission unanimously granted the request.**
- 9) Request of the **South Central Louisiana Human Services Authority (SCLHSA)** for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 1000 hours to be worked within the 12-month appointment period for Jada Bernadou, classified WAE Administrative Coordinator 2, effective June 3, 2020. **The Commission unanimously granted the request as recommended by the Department for an additional 835 hours to be worked within the 12-month appointment period. This approval does not cover any hours worked over 1,245 prior to this date.**
- 10) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of April 18, 2020 through May 19, 2020.**
- 11) Compliance Audit Quarterly Report Presentation **Melinda Robert presented the report to the Commission.**
- 12) Request of **State Civil Service** to ratify the Director’s interim approval for authority under the provisions of State Civil Service Rule 27.6. **The Commission unanimously ratified the Director’s interim approval under the provisions of State Civil Service Rule 27.6 for the requests listed below.**
 - a) Request of the **Department of Public Safety and Corrections – Corrections Services** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective May 25, 2020 through September 30, 2020.
 - b) Request of the **Louisiana Department of Veterans Affairs (LDVA) – Louisiana Veterans Home** to appoint Mary Blaire Marchive-LeBlanc to an Accounting Technician without a required test score in accordance with State Civil Service Rule 27.6, effective June 1, 2020.
 - c) Request of the **Louisiana Department of Health (LDH) – Florida Parish Human Services Authority (FPHSA)** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 30, 2020 – September 30, 2020.
 - d) Request of the **Jefferson Parish Human Services Authority (JPHSA)** to appoint Candice Dunlap to a Contracts/Grants Reviewer 3 without a required test score in accordance with State Civil Service Rule 27.6, effective May 18, 2020.
 - e) Request of the **Louisiana Department of Health (LDH) – Office of Public Health (OPH)** to allow authority for specific incumbents appointed to Classified WAE positions within the Public Health Lab to work up to 2080 hours in a 12 month appointment period, and to allow the reappointment of specific Classified WAE incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective May 6, 2020.
 - f) Request of the **LSU Health Sciences Center-New Orleans** for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 835 hours to be worked within the 12-month appointment period, for Troy Conrad, a Classified WAE Administrative Coordinator 4, effective May 20, 2020.

- g) Request of the **Louisiana Workforce Commission** to appoint Patrick Fremin to a Management Analyst 1 without a required test score in accordance with State Civil Service Rule 27.6, effective April 25, 2020.
- h) Request of the **Louisiana Workforce Commission** for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 210 hours to be worked within the 12-month appointment period, for Ingre Gordon, Classified WAE Administrative Coordinator 1, and for an additional 276 hours to be worked within the 12-month appointment period, for Valerie Bradford, Classified WAE Administrative Coordinator 1, effective May 27, 2020, and to reappoint both incumbents to a new 12-month appointment, effective July 1, 2020.

- Director's Report

Director Decoteau provided the following to the Commission:

SCS Return to Work Update

- The Leadership staff returned full-time on May 4, 2020.
- Civil Service Testing resumed in Baton Rouge on May 18, 2020. In compliance with Phase One of the Governor's Roadmap to a Resilient Louisiana, tests are conducted twice a day at 25% capacity. There is currently no walk-in testing at this time. Details can be found in [General Circular 2020-033](#). The department is reaching out to our community partners regarding Saturday testing locations. It is anticipated that testing will increase to 50% capacity twice a day during Phase Two. The department believes that during Phase Two testing numbers at the Baton Rouge location will be back at our numbers prior to COVID-19.
- On June 1, 2020, Assistant Administrators, Managers and Supervisors returned to work. These individuals work 16 hours in the office and perform the remainder of their duties through telework. Director Decoteau recognized staff for their efforts regarding social distancing practices, wearing facial masks, and disinfecting work stations.
- The department anticipates that consultants will continue to telework through Phase Two.

SCS Rules—Chapter 27: Response to Coronavirus Disease 2019 (“COVID-19”)

- Chapter 27 will expire July 16, 2020.
- The department anticipates promulgating rules for the Commission to consider at the July 8, 2020, meeting to allow the Commission to conduct special meetings virtually, if needed, and provisions for overtime to be paid at the time and one-half rate for a health pandemic or emergency declared by the Governor.

Performance Evaluation System (PES)—Adjusted Deadlines and Telework

- Due to the COVID-19 pandemic, deadlines regarding the PES have been adjusted. Details can be found in [General Circular 2020-039](#). Director Decoteau noted the extended deadlines are not mandatory. If agencies are able to continue the planning and evaluation process, they are encouraged to do so.

2020 Regular Legislative Session

- Director Decoteau informed the Commission that House Bill 161 was not heard this session and House Bill 188 failed on the House floor.
- 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 adjourn for executive session to consider review of Civil Service Appeals and to discuss Personnel Matters.**

There being no further business, the meeting adjourned at 9:41 a.m. on June 3, 2020.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman