



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA: **REVISED**
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JULY 8, 2020
9:00 A.M.

LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

REASON FOR REVISION: PROVIDING LINK FOR AUDIO STREAMING

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https://zoom.us/webinar/register/WN_Yw6SVTSmRg-AB8oX2ulwJQ

- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:47 a.m. on Wednesday, July 8, 2020. Present were Commissioner David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Ronald Carrere, Jr., G. Lee Griffin, John McLure, and Jo Ann Nixon. Commissioner Curtis "Pete" Fremin 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) Fiscal Year 2020-2021 Classified Market Adjustment Discussion **Director Decoteau informed the Commission that pursuant to Civil Service Rules 6.32 and 15.2.1(c), market adjustments shall be dispersed to classified state employees on July 15, 2020.**
- 2) Consideration of the **Minutes** of the Commission meeting held June 3, 2020. **The Commission approved the minutes as written.**
- 3) **Public Hearing** to consider proposed changes to Chapters 2, 21 and 27 of the Civil Service Rules. (Details contained in General Circular No. 2020-041).
 - Public Comments

A set of amendments were proposed by the Director. On motion duly made, seconded and passed; the Commission unanimously considered adding the proposed amendments to Civil Service Rules 2.5(a), 2.5(c)1, 2.5(c)3 and 2.6 replacements as recommended.

After providing opportunity for public comments, to which there were none, on motion duly made, seconded and unanimously passed; the Commission adopted the amended version of Civil Service Rules 2.4, 2.5, 2.6, 21.8, 21.9, and 27.5 as written with amendments.

Details can be found in [General Circular Number 2020-045](#).

- 4) Request from the **Kenner Housing Authority (KHA)** to address the Commission regarding outsourcing the Section 8 program. **The Commission unanimously granted the request.**
- 5) Request of the **Louisiana Department of Health** to amend its Rewards and Recognition Policy in accordance with State Civil Service Rule 6.16.1, effective July 8, 2020. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Culture, Recreation and Tourism** to exempt from the classified service one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 8, 2020 through December 31, 2023. **The Commission unanimously granted the request as recommended by the Department effective July 8, 2020 through January 8, 2024.**
- 7) Request of the **Louisiana Department of Health – Medical Vendor Administration**, to exempt from the classified service one (1) Special Project Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 8, 2020 through March 3, 2024. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Public Safety—Office of State Fire Marshal** to exempt from the classified service one (1) Confidential Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective July 8, 2020 through July 7, 2024. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Revenue** to extend authority to exempt from the classified service one (1) Legislative Liaison Officer 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.**
- 10) Request of the **Louisiana Department of Revenue** to exempt from the classified service, one (1) Specialist position, 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.**
- 11) Request of the **Southeast Louisiana Flood Protection Authority-West** to extend authority to exempt from the classified service, three (3) Specialist positions, in accordance with State Civil Service Rule 4.1(d) 2, effective October 1, 2020 through September 30, 2024. **The Commission unanimously granted the request.**
- 12) Request from **Louisiana State University-Baton Rouge**, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for personnel stationed at the Department of Facility Services Powerhouse and the School of Veterinary Medicine Boiler Room. **The Commission unanimously granted the request.**
- 13) Request from **Louisiana State University-Baton Rouge**, in accordance with State Civil Service Rule 11.1(b), to define an alternate workweek for Information Technology Equipment Operator 3 personnel working at the Network Operations Center. **The Commission unanimously granted the request.**
- 14) Request of the **Department of Natural Resources - Office of Conservation** to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2020 through July 31, 2021. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Health – Medical Vendor Administration** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective July 8, 2020. **The Commission unanimously granted the request.**

- 16) Request of the **Office of Juvenile Justice** to amend a Special Entrance Rate policy in accordance with State Civil Service Rule 6.5(b), effective July 8, 2020. **The Commission unanimously granted the request.**
- 17) Request of the **Department of State, Secretary of State** to reappoint one (1) Classified WAE incumbent, Theresa Byrd, who has exceeded 1245 hours, in accordance with SCS Rule 23.6 (a-b), effective August 27, 2020. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Workforce Commission** for an Individual Pay Adjustment in the amount of \$60.00 biweekly for Shelby Young, Administrative Assistant 4, in accordance with State Civil Service Rule 6.16(c), effective July 8, 2020. **The Commission unanimously granted the request.**
- 19) Request of the **Department of Public Safety and Corrections—Public Safety Services, Office of Motor Vehicles**, for Individual Pay Adjustments in accordance with State Civil Service Rule 6.16(c), effective August 10, 2020. **The Commission unanimously granted the request. (The effective date of August 10, 2020, is based on the same effective date of a corrective pay action as authorized by the State Civil Service Director in accordance with State Civil Service Rule 6.29(b). These individual pay adjustments are contingent upon no appeals being filed in relation to the Corrective Pay action outlined in the Director’s June 17, 2020 rescission notices.)**
- 20) Request of the **Department of State, Secretary of State** for an exception to withhold market adjustments for two Classified employees, Charlene Chenier and Gypsy Dressel, in accordance with SCS Rule 6.32, effective July 15, 2020. **The Commission unanimously denied the request.**
- 21) Monthly Contract Review Report **Director Decoteau provided a summary of contracts reviewed by the department for the period of May 20, 2020 through June 19, 2020.**
- 22) **Report on State Civil Service Rules 6.5(c) and 6.5(g) Exceptions** granted by the Director. **Director Decoteau informed the Commission that seven total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between April 1, 2020 through June 30, 2020.**
- 23) 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 **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** to allow authority for specific incumbents appointed to Unclassified WAE positions to exceed 1,245 hours in a 12 month appointment period, and to allow the reappointment of specific Unclassified WAE incumbents who previously exceeded the 1245 hours in a 12-month appointment period, effective May 27, 2020.
 - (b) Request of the **Department of Agriculture and Forestry (DAF)** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 3, 2020.
 - (c) Request of the **Division of Administration** for an exemption to SCS Rule 6.16.2 to allow Probational employees in Auditor 1-4 and Audit Manager job titles to be eligible to receive temporary optional pay, effective June 1, 2020, through February 28, 2021.
 - (d) Request of the **Louisiana Department of Health – Medical Vendor Administration** to appoint specific University of New Orleans contractor workers to the Medicaid Analyst 1 and 2 job titles without a required test score in accordance with State Civil Service Rule 27.6, effective July 1, 2020.

(e) Request of the **Governor's Office of Elderly Affairs** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective June 15, 2020 through September 30, 2020.

24) Request of the **Port of New Orleans** to amend Special Entrance Rates in accordance with State Civil Service Rule 6.5(b), effective July 8, 2020. **The Commission unanimously granted the request.**

25) 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 at 11:36 a.m. 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.**

The Commission reconvened at 12:56 p.m. to approve the Fiscal Year 2019-2020 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service; and to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2020-2021 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.

26) Consideration of a motion to approve Fiscal Year 2019-20 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 2019-20 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

27) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2020-2021 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 2020-2021 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.**

- **Director's Report**

Director Decoteau provided the following to the Commission:

There will not be an August 2020 Commission meeting.

The Department anticipates promulgating rules for the Commission to consider at its September 2, 2020, meeting regarding sick leave that will mirror the sick leave rules we currently have in place on an emergency basis.

The Department continues to monitor the uptick in COVID-19 cases and how we may need to respond. We are currently monitoring federal law and working with the U.S. Department of Labor as to how we may be able to advise our agencies.

Director Decoteau reminded the Commission of the department's commitment to diversity in the state. The Department is working with its Talent Development Division regarding the current diversity trainings we offer, as well as what types of training our agencies need and/or desire.

- 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 12:58 p.m. on July 8, 2020.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman