



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, MARCH 1, 2023  
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 9:10 a.m. on Wednesday, March 1, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Kristi Folse, John McLure, Jo Ann Nixon, and Craig Netterville.

- 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) Oaths of Office: New Appointments to the State Civil Service Commission
  - Candes C. Carter
  - D. Scott Hughes
  - Craig A. Netterville

Sherri Gregoire, General Counsel, administered oaths of office to Candes C. Carter, D. Scott Hughes, and Craig A. Netterville. Ms. Carter was appointed by Governor John Bel Edwards to represent the 2<sup>nd</sup> Louisiana Congressional District following her nomination by Xavier University. Mr. Hughes was nominated for another term by Centenary College and was appointed by Governor Edwards to represent the 4<sup>th</sup> Louisiana Congressional District. Mr. Netterville represents the 6<sup>th</sup> Louisiana Congressional District and was appointed by Governor Edwards following his nomination by Tulane University. These are interim appointments pending Senate confirmation.

- 2) Consideration of the **Minutes** of the Commission meeting held February 1, 2023. **The Commission unanimously approved the minutes as written.**
- 3) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Nyesha Kelly Davis** by the Department of Public Safety and Corrections. **The Commission unanimously granted the request.**
- 4) **Public Hearing** to consider proposed amendments to Chapter 26 of the State Civil Service Rules (Details contained in General Circular number 2023-001.)
  - Public Comments**The Department withdrew the item from the agenda.**

- 5) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2023-008)
  - Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.

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 granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; unanimously approved Exhibits C, D, and E and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B; and ratified Exhibit F.

- 6) Request of the **Department of Public Safety and Corrections, Corrections Services**, to extend authority to exempt from the classified service, three (3) Fellow positions, in accordance with State Civil Rule 4.1(d)2, effective April 3, 2023 through April 2, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Public Safety and Correction, Public Safety Services—Office of State Police** to extend authority to exempt from the classified service, one (1) Coordinator position, in accordance with State Civil Service Rule 4.1(d)2, effective March 4, 2023 through March 3, 2027. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Revenue** for authority to exempt from the classified service one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective March 1, 2023 through December 31, 2023. **The Commission unanimously granted the request.**
- 9) Request of the **Greater Baton Rouge Port Commission** to exempt from the classified service one (1) Director, in accordance with State Civil Service Rule 4.1(d)2, effective March 1, 2023 through February 28, 2027. **The Commission unanimously granted the request, as recommended by State Civil Service, effective March 1, 2023 through February 28, 2023, and revoked the previous ongoing approval granted by the State Civil Service Commission for one (1) Director.**
- 10) Request of the **Department of Natural Resources** to amend a Special Entrance Rate policy for Petroleum Scientist jobs in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 11) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Special Entrance Rate policy for Associate to a Psychologist and Professional Counselor job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 12) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Special Entrance Rate policy for Pharmacy Technician job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 13) WITHDRAWN
- 14) Request of the **Louisiana Department of Agriculture and Forestry** to amend a Special Entrance Rate policy for Agriculture Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**

- 15) Request of the **Louisiana Department of Agriculture and Forestry** to establish a Special Entrance Rate policy for Agricultural Environmental Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 16) Request of **Southern University System** to establish a Special Entrance Rate policy for Police Officer and Guard job titles under the provisions of State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Revenue** to establish a comprehensive Premium Pay policy for longevity in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Department of Transportation and Development** to amend its Comprehensive Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 19) Request of **Central Louisiana Human Services District (CLHSD)** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Department of Natural Resources—Office of Mineral Resources** to amend a Premium Pay policy for Auditor jobs in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 21) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Premium Pay policy for Social Worker job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 22) Request of the **Division of Administration—Office of Community Development (Local Government Assistance)** to establish a Premium Pay policy for various job titles in accordance with State Civil Service Rule 6.16(a), effective February 1, 2023. **The Commission unanimously granted the request.**
- 23) Request of the **Division of Administration—Office of Finance and Support Services** to establish a Premium Pay policy for Budget Analyst job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 24) Request of the **Division of Administration—Office of State Uniform Payroll** to establish a Premium Pay policy for State Uniform Payroll Analyst job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 25) Request of **Nicholls State University** to establish a Premium Pay policy for their Campus Police Department in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 26) Request of **Pennington Biomedical Research Center** to establish a Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 27) Request of the **Governor's Office of Elderly Affairs** to establish a Special Entrance Rate policy for various job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**

- 28) Request of the **Governor's Office of Elderly Affairs** to amend its Premium Pay policy in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 29) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend its Incentive Awards policy in accordance with State Civil Service Rule 6.16(d), effective March 1, 2023. **The Commission unanimously granted the request.**
- 30) Compliance Audit Quarterly Report Presentation
- Southern University and A&M College
  - Southern University-Shreveport
  - Louisiana Commission on Law Enforcement
  - Louisiana Veterans Home
  - Imperial Calcasieu Human Services Authority
  - Louisiana Department of Veterans Affairs
  - Louisiana Department of Insurance
  - Southwest Louisiana Veterans Home
  - Alexandria Housing Authority
  - Department of Natural Resources
  - Northwest Louisiana Human Services District
  - Louisiana Economic Development
  - South Central Louisiana Human Services Authority

**Melinda Robert presented the Compliance Audit Quarterly Report to the Commission. South Central Louisiana Human Services Authority was recognized for achieving a perfect compliance report.**

- 31) Request of the **Louisiana Department of Wildlife and Fisheries, Office of the Secretary** for authority to exempt from the classified service, one (1) Coordinator position in accordance with State Civil Service Rule 4.1(d)2, effective March 1, 2023 through February 28, 2027. **The Commission unanimously granted the request.**
- 32) Request of the **Louisiana Department of Health** to amend its Premium Pay policy for Licensed Practical Nurse and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request, as recommended by State Civil Service, to amend this policy effective March 1, 2023 and rescind the work incentive premium pay policy for Licensed Practical Nurse job titles approved September 5, 2018 and Registered Nurse 1-4 job titles approved May 2, 2007.**
- 33) Request of the **Louisiana Department of Health** to amend its Premium Pay policy for Licensed Practical Nurse and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 34) Request of the **Louisiana Department of Health** to amend its Premium Pay policy for Social Worker, Social Service Counselor, and Social Services Specialist job titles in accordance with State Civil Service Rule 6.16(a), effective March 1, 2023. **The Commission unanimously granted the request.**
- 35) Request of the **Louisiana Department of Health** to amend its Special Entrance Rate policy for Social Worker, Social Service Counselor, and Social Services Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective March 1, 2023. **The Commission unanimously granted the request.**

- Director's Report
  - [2023 State Civil Service Commission Employee Representative Election](#): The election vendor will certify the election results March 1, 2023. The Department will deliver the results to the Louisiana Secretary of State's Office and notify the candidates and commissioners, as appropriate. A candidate must receive 35% of the vote to win; if not, a runoff will occur.
  - A presentation regarding pre-employment testing will be given at the April 5, 2023, Commission meeting.
  - An HR Community Meeting will be held March 2, 2023, at 9:30 a.m. in the Louisiana Purchase Room. Streaming is available.
- 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 Personnel Matters.**

There being no further business, the meeting adjourned at 10:44 a.m. on March 1, 2023.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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David Duplantier, Chairman