



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, OCTOBER 4, 2023
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



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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:07 a.m. on Wednesday, October 4, 2023. Present were Chairman David Duplantier, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Craig Netterville, Codi Neyland 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 September 6, 2023. **The Commission unanimously approved the minutes as written.**
- 2) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Anthony Varnado** by Southern University and A&M College System. **The Commission unanimously granted the request of Southern University and A&M College System to suspend Anthony Varnado, without pay, pending criminal proceedings.**
- 3) Request of the **Ascension/St. James Regional Airport** to extend authority to exempt one (1) Line Service Technician (position #50580279), from the classified service and exempt one (1) additional Line Service Technician from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 4, 2023 through December 3, 2027. **The Commission unanimously granted the request.**
- 4) Request of **Coastal Protection and Restoration Authority** to extend authority to exempt from the classified service one (1) Administrator and one (1) Attorney position, in accordance with State Civil Service Rule 4.1(d)2, effective October 5, 2023 through April 4, 2027. **The Commission unanimously granted the request.**
- 5) Request of the **Department of Culture, Recreation, and Tourism, Office of State Museum**, to exempt from the classified service one (1) Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective October 4, 2023 through October 3, 2027. **The Commission unanimously granted the request.**

- 6) 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, 2023 through December 8, 2027. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Health—Office of Aging and Adult Services** to extend the job appointment of Fekei Loveless, Housing Manager B, in accordance with State Civil Service Rule 23.5(a), effective October 14, 2023 through October 13, 2024. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health—Office of Aging and Adult Services** to extend the job appointment of Gretchen Thomas, Administrative Assistant 4, in accordance with State Civil Service Rule 23.5(a), effective October 7, 2023 through October 6, 2024. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Public Safety—Office of Management and Finance** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Albert Robinson, classified WAE Auditor 3, to work up to an additional 250 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective October 4, 2023. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of October 4, 2023.**
- 10) Request of the **Department of Public Safety and Corrections, Corrections Services** to amend a Special Entrance Rate policy for Probation and Parole-Adult job titles in accordance with State Civil Service Rule 6.5(b), effective October 4, 2023. **Brad Nolan, President of the Louisiana Probation and Parole Officers Association, spoke in support of the proposed Special Entrance Rate. The Commission unanimously granted the request.**
- 11) Request of the **Division of Administration, Office of General Counsel**, to establish a Special Entrance Rate policy for Paralegal job titles in accordance with State Civil Service Rule 6.5(b), effective October 4, 2023. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Veterans Affairs** to amend a Premium Pay policy for Licensed Practical Nurse and Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective October 4, 2023. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Natural Resources, Office of Mineral Resources** for an exception under State Civil Service Rule 14.1(p) to allow an unclassified employee currently serving as statutory appointing authority in the Department to be eligible for appointment to a classified position. **Thomas Harris, Secretary of the Department of Natural Resources, spoke in support of the request. The Commission unanimously denied the request.**
- 14) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 25 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between June 28, 2023 through September 26, 2023.**
- 15) Request of **State Civil Service** to ratify the Director’s authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b). **The Commission ratified the Director’s approval of four Special Entrance Rates between the period of August 22, 2023 through September 21, 2023.**
- 16) Report on State Civil Service Rule 6.16(a), Premium Pay policies, up to \$2.00 per hour, approved under the Director’s delegated authority. **Director Decoteau provided a summary of premium pay policies, up to \$2.00 per hour, approved under the Director’s delegated authority.**

- 17) Ratification of revision to Rule 11.36(c)3 pursuant to the Director's authority as defined in Rule 3.1(t). The Commission unanimously ratified the Director's authority to revise Rule 11.36(c)3 pursuant to the Director's authority as defined in Rule 3.1(t).
- Director's Report
 - Director Decoteau presented the [Annual Report on Turnover for Fiscal Year 2023](#).
 - The Louisiana Legislative Auditor recently conducted a financial audit of the Department of State Civil Service, copies of which were shared with the Commissioners. Director Decoteau thanked the Fiscal and Human Resources staff for their assistance with the audit.
 - The department issued [General Circular 2023-054](#), which provides for procedures for filling positions under State Civil Service Rule 22.2
 - 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 10:23 a.m. on October 4, 2023.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman