



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, APRIL 2, 2025
9:00 A.M.

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 9:12 a.m. on Wednesday, April 2, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Craig Netteville, Jo Ann Nixon and Codi Plaisance. Commissioner Nathan Kernion 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) Consideration of the **Minutes** of the Commission meeting held February 5, 2025. **The Commission unanimously approved the minutes as written.**
- 2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2025-016).
 - 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. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 3) Request of the **Capital Area Human Services District** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective March 6, 2025. **The Commission unanimously granted the request.**
- 4) Request of the **Division of Administration** to amend an Advanced Degree Policy in accordance with State Civil Service Rule 6.16(h), effective April 2, 2025. **The Commission unanimously granted the request.**

- 5) Request of **Office of State Examiner** to amend a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective April 2, 2025. **The Commission unanimously granted the request.**
- 6) Request of the **Department of Children and Family Services** to extend authority to exempt from the classified service, two (2) Legislative Assistant positions, in accordance with State Civil Service Rule 4.1(d) 2, effective March 11, 2025, through March 10, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Children and Family Services – Office of the Secretary** to exempt from the classified service, one (1) Coordinator position, in accordance with State Civil Service Rule 4.1(d) 2, effective May 1, 2025, through February 3, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Children and Family Services** to extend authority to exempt eleven (11) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2 effective May 1, 2025, through April 30, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of Motor Vehicles** to exempt from the classified service two (2) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Health – Office for Citizens with Developmental Disabilities – Pinecrest Support and Services** to extend authority to exempt from the classified service four (4) Interpreter positions, in accordance with State Civil Service Rule 4.1(d)2, effective April 5, 2025, through April 4, 2029. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Veterans Affairs** to exempt two (2) Director positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029. **Louisiana Department of Veterans Affairs Secretary Charlton Meginley provided comments to the Commission regarding the requested positions. The Commission unanimously granted the request.**
- 12) Request of **Louisiana Economic Development** to exempt sixty-eight (68) Special Project Officer positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through December 14, 2028. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana State Licensing Board for Contractors** to exempt from the classified service one (1) position in accordance with State Civil Service Rule 4.1(d) 2, effective March 6, 2025, through March 5, 2029. **The Commission unanimously granted the request.**
- 14) Request of the **Louisiana State Racing Commission** to exempt from the classified service one (1) Program Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective April 2, 2025, through April 1, 2029. **The Commission unanimously granted the request.**
- 15) Request of the **Port of New Orleans** to extend authority to exempt ten (10) positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective May 3, 2025, through May 2, 2029. **The Commission unanimously granted the request.**
- 16) Request of the **Lafourche Basin Conservation Levee and Drainage District**, in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 1, 2025, through December 31, 2025. **The Commission unanimously granted the request.**

- 17) Request of the **Pontchartrain Levee District**, in accordance with State Civil Service Rule 21.8(b) and 21.9(d), to pay non-exempt and exempt employees at the time and one-half rate, effective April 1, 2025, through December 31, 2025. **The Commission unanimously granted the request.**
- 18) Request of the **Louisiana Department of Health** to amend a Premium Pay policy for Registered Nurse job titles in accordance with State Civil Service Rule 6.16(a), effective April 2, 2025. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Health** 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 April 2, 2025. **The Commission unanimously granted the request.**
- 20) Request of the **Louisiana Department of Transportation and Development** to amend a Premium Pay policy in accordance with State Civil Service Rule 6.16 (a), effective March 6, 2025. **The Commission unanimously granted the request.**
- 21) Request of the **Department of Energy and Natural Resources** to amend a Special Entrance Rate Policy for Petroleum Scientist job titles in accordance with State Civil Service Rule 6.5(b), effective April 2, 2025. **The Commission unanimously granted the request.**
- 22) 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 unanimously granted the request.**
- 23) Report on **State Civil Service** Rule 6.5(c) and 6.5(g) Exceptions
Director Decoteau informed the Commission that 66 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between September 17, 2024, through March 20, 2025.
- 24) Compliance Audit Quarterly Report Presentation
 - Southern University-New Orleans
 - Southern University and A&M College
 - Alexandria Housing Authority
 - Louisiana Educational Television Authority
 - Villa Feliciana Medical Complex
 - Northeast Louisiana Veterans Home
 - Department of Culture, Recreation and Tourism
 - Central Louisiana State Hospital
 - Louisiana Economic Development
 - Northwest Louisiana Human Services District
 - Louisiana Special School District
 - Louisiana State Board of Nursing
 - Southwest Louisiana Veterans Home
 - South Central Louisiana Human Services Authority
 - Florida Parishes Human Services Authority
 - Louisiana Motor Vehicle Commission

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. The Louisiana Motor Vehicle Commission was recognized for achieving a perfect compliance report.

- Director's Report
 - The 2025 Regular Legislative Session begins April 14 and ends June 12. Currently, [Senate Bill 8](#) is the only bill filed that affects State Civil Service.
 - State Civil Service appeared before the Senate Finance Committee on March 24, 2025, and the Appropriations Committee on April 1.
 - Tier 2.1 Financial Disclosures must be filed by May 15.
 - The Attorney Workgroup has begun to meet virtually each Thursday to review the Civil Service appeals process, chapters 12 and 13 of the Civil Service Rules and the department's proposed mediation program to solicit their feedback. Deputy Director Chris Deer and General Counsel Sherri Gregoire are spearheading this group. The group's findings will be shared with the Appeals division and the Commission.
 - Director Decoteau thanked Sherri Gregoire and Elizabeth Montalbano, HR Program Support Division Administrator, for presenting disciplinary training for the Governor's Office CLE as well as an upcoming training for Department of Children and Family Services.
 - Dr. Dana LeBherz, Learning, Performance and Culture Division Administrator, provided information about the [Leadership Academy](#), a program designed to help participants prepare for leadership opportunities.
 - Brandon Scivicque, State Civil Service Chief Financial Officer, presented the department's Fiscal 26 budget.
- 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.)

There being no further business, the meeting adjourned at 11:00 a.m. on April 2, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman