



BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, JUNE 4, 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 9:06 a.m. on Wednesday, June 4, 2025. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Thomas Grimstad, Craig Netteville and Codi Plaisance. Commissioner Jo Ann Nixon was absent.

- Opportunity for Public Comment (No Attachment)
No requests received from the public to address the commission.
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Director Byron Decoteau, Jr., introduced [Dr. Thomas Grimstad](#), the newest member of the State Civil Service Commission. Dr. Grimstad was nominated by Loyola University to represent the 1st Congressional District and was appointed by Governor Jeff Landry.

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 7, 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 Number 2025-029)
 - 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 Exhibit A, being contingent upon the Governor's approval, and Exhibits B, C, and D, which require approval only from the State Civil Service Commission. 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 **Division of Administration** to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 4, 2025. **The Commission unanimously granted the request.**

- 4) Request of the **Louisiana Department of Health (LDH) – Office of Behavioral Health (OBH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Program Assistant positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective July 1, 2025, through June 30, 2026. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 4, 2025.**
- 5) Request of the **Louisiana Department of Health (LDH) – Office of Public Health (OPH)** to allow authority for all incumbents appointed to the Unclassified 4.1(d)1 Relief Worker positions to work up to 2,080 hours in a 12-month appointment period, and to allow the reappointment of incumbents who previously exceeded the 1,245 hours in a 12-month appointment period, effective July 1, 2025, through June 30, 2026. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 4, 2025.**
- 6) Request of the **Department of Children and Family Services** to extend authority to exempt from the classified service 34 positions related to its Comprehensive Child Welfare Information System project, in accordance with State Civil Service Rule 4.1(d)2, effective July 12, 2025, through July 11, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Public Safety and Corrections, Corrections Services – Louisiana State Penitentiary**, to exempt from the classified service, one (1) Medical Department Director position, in accordance with State Civil Service Rule 4.1(d)2, effective June 4, 2025, through June 3, 2029. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health – Office of Public Health** to exempt from the classified service, one (1) Section Chief position, in accordance with State Civil Service Rule 4.1(d)2, effective June 4, 2025, through June 3, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Children and Family Services** to amend a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a), effective July 1, 2025, through June 30, 2026. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Special School District** to establish a Premium Pay policy for Food Service Specialist, Practical Nurse - Licensed, Registered Nurse, and Custodian job titles in accordance with State Civil Service Rule 6.16(a), effective May 7, 2025. **The Commission unanimously granted the request.**
- 11) Request of the **Department of Children and Family Services** to amend a Special Entrance Rate policy for Disability Determination job titles, in accordance with State Civil Service Rule 6.5(b), effective July 1, 2025. **The agency withdrew the request.**
- 12) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Special Entrance Rate Policy for Corrections Officer job titles in accordance with State Civil Service Rule 6.5(b), effective July 1, 2025. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Public Safety and Corrections, Corrections Services – Division of Probation and Parole**, 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 July 1, 2025. **The Commission unanimously granted the request.**
- 14) Request of **LSU Health Sciences Center – New Orleans** to establish a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective July 1, 2025. **The Commission unanimously granted the request.**

- 15) Request of the **Louisiana Department of Health – Office of Behavioral Health (OBH)** to extend the job appointment of Jasmine Harkless-Thomas, Program Manager 1-A DHH, in accordance with State Civil Service Rule 23.5(a), effective June 15, 2025, through June 14, 2026. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Public Safety – Office of State Police** for authority under the provisions of State Civil Service Rule 23.6(a) and (b) to allow Michelle Rarick, classified WAE Food Service Specialist 2, to work up to 2,080 hours within the 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective June 4, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 4, 2025.**
- 17) 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 1,245 hours in a 12-month period and to allow all incumbents appointed to the Classified WAE Elections Machine Mechanic to work up to 2,080 hours in a 12-month appointment period, effective July 1, 2025, through June 30, 2026. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of June 4, 2025.**
- 18) 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.**
- 19) Report on **State Civil Service Rule 6.16(a)**, Premium Pay policies, up to \$2.00 per hour, for all hours worked, 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.**
- 20) Compliance and Audit Quarterly Report
 - Louisiana Department of Education
 - Jefferson Parish Human Services Authority
 - Eastern Louisiana Mental Health System
 - Louisiana Department of Energy and Natural Resources
 - Louisiana Workforce Commission
 - Louisiana State Board of Medical Examiners
 - Central Louisiana Supports and Services Center
 - Division of Administration
 - Elayn Hunt Correctional Center
 - Louisiana Department of State
 - Department of Public Safety and Corrections-Division of Adult Probation and Parole
 - Louisiana Department of Treasury

Melinda Robert, Compliance and Audit Administrator, presented the Compliance Audit Quarterly Report to the Commission. Louisiana Department of Treasury was recognized for achieving a perfect compliance report.

- **Director’s Report**
 - **Director Decoteau recognized Aaron Mire, SCS Applications Programmer, who received the Director’s Award of Excellence during this year’s Employee Recognition Week Awards Ceremony. This award is given to those Department of State Civil Service employees whose work makes a major contribution to accomplishing the department’s mission.**
 - **The [State Civil Service Hiring Framework](#) has been selected as the winner of the 2025 Advancing the HR Profession Award from the National Association of State Personnel Executives (NASPE). The award will be formally presented at NASPE’s Annual Awards Luncheon on Tuesday, July 15, during their Annual Meeting.**

- Director Decoteau provided an update on CSR 3.1(r)—Affirmative Action Plans. The Commission submitted a request for an opinion from the Louisiana Attorney General asking if there is a legal requirement to remove the Affirmative Action Plan requirement from the Civil Service Rules. The Attorney General declined to issue an opinion on the matter stating it is a matter of federal law.
- The department is monitoring the following legislative bills:
 - [HB 130](#): powers and duties of the state Americans with Disabilities Act coordinator
 - [HB 190](#): provides relative to classified service of employees of the New Orleans Sewerage and Water Board
 - [SB 8](#): Constitutional amendment to provide for persons in the unclassified service. The bill is scheduled for House floor debate.
 - Bills regarding the reorganization of some departments such as Department of Transportation and Development, Department of Children and Family Services, and the Department of Energy and Natural Resources.
- Director Decoteau informed the commission that Chairman Gentry and Commissioner Grimstad are required to be confirmed by the Senate before the end of the legislative session.
- [General Circular 25-34](#) was recently issued regarding Market Adjustment guidelines.
- On Friday, June 6, State Civil Service will host the Human Resources Directors from the 20 major agencies for “HR Leadership Pulse: A Day for the HR Director”. This is a day designed to share insights on the current state of the civil service human resources program.

Commissioner Hughes requested a moment of personal privilege regarding Senate Bill 8. Upon approval from the Chairman, Hughes addressed recent comments by Senator Jay Morris during a hearing of House and Governmental Affairs Committee on May 28, 2025. Hughes stated that during that meeting when hearing Senate Bill 8, Morris quoted Hughes as stating, “It was time to let the people decide”. Hughes indicated that while Morris did not misquote him, he used the statement out of context. Hughes refrained from speaking on the merits of the bill but stated that he never suggested that elected officials should have unchecked power to decide which positions were in the classified or unclassified service, but rather that it was time to discuss reforms as a whole and allow the people of Louisiana to decide on the future of the merit system.

- 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 recess/adjourn for executive session to consider Applications for Review of Civil Service Appeals and Personnel Matters.

There being no further business, the meeting adjourned at 10:28 a.m. on June 4, 2025.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman