STATECIVILSERVICE

BYRON P. DECOTEAU, JR.
DIRECTOR

MINUTES/ACTIONS: DRAFT

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, NOVEMBER 4, 2026
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 9:09 a.m. on Wednesday, November 4, 2026. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Thomas Grimstad, Craig Netterville, Jo Ann Nixon, and Codi Plaisance.

- Opportunity for Public Comment (No Attachment)
  No requests received from the public to address the commission.

1) Consideration of the **Minutes** of the Commission meeting held October 5, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adopt the meeting minutes from October 5, 2026.

2) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. Details contained in General Circular Number 2026-052.
   - 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. Janelle Haynsworth, Compensation Program Manager, presented the proposed changes.

   On motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to approve the pay plan proposals for Exhibits A and B, contingent upon gubernatorial approval. On motion duly made by Commissioner Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to approve Exhibits C, D, and E, contingent upon gubernatorial approval of Exhibits A and B. Also, the Commission granted authority to the State Civil Service Director to set the effective date following gubernatorial approval.

3) **Public Hearing** to allow for additional public comment/discussion and consideration of proposed amendments to Civil Service Rules 12.8 and 12.8.1. Details contained in General Circular Number 2026-046.
   - Public Comments

   Director Decoteau informed the Commission that staff had reached out to agency Human Resources Directors and the Attorney Work Group for additional feedback regarding the proposals. We received no additional comments. He reminded the Commission of a comment received last month from a member of the Attorney Work Group. On motion duly made by Commissioner Hughes, seconded by Commissioner

Grimstad and unanimously passed, the Commission voted to table consideration of the proposed amendments.

4) Request of the **Department of Public Safety and Corrections, Public Safety Services – Office of State Fire Marshal** to extend authority to exempt twenty-one (21) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2026, through December 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Department of Public Safety and Corrections, Public Safety Services – Office of State Fire Marshal to extend authority to exempt twenty-one (21) positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2026, through December 6, 2030.

5) Request of the **Louisiana Educational Television Authority** to extend the authority to exempt one (1) Project Developer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2026, through December 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Educational Television Authority to extend the authority to exempt one (1) Project Developer position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2026, through December 6, 2030. Commissioner Hughes expressed his sympathy regarding the recent death of Beth Courtney, former director of LPB/Louisiana Educational Television Authority.

6) Request of the **Louisiana Educational Television Authority** to extend authority to exempt two (2) Mass Communications Specialist positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective January 5, 2027, through December 6, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Louisiana Educational Television Authority to extend authority to exempt two (2) Mass Communications Specialist positions from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective January 5, 2027, through December 6, 2030.

7) Request of the **Louisiana Department of Health - Office of the Behavioral Health** to exempt from the classified service one (1) Director position in accordance with State Civil Service Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of Louisiana Department of Health - Office of the Behavioral Health to exempt from the classified service one (1) Director position in accordance with State Civil Service Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030.

8) Request of the **Louisiana Department of Revenue** to exempt one (1) Specialist position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Revenue to exempt one (1) Specialist position from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030. Also, as recommended by State Civil Service, the Commission revoked authority for one previously approved position, position number 50597165.

*On motion duly made by Vice Chairman Hughes, seconded by Commissioner Grimstad and unanimously passed, the Commission voted to grant, en globo, items #9 and #10 from the Office of Inspector General with an effective date of November 4, 2026, through November 3, 2030.

*9) Request of the **Office of Inspector General** to exempt one (1) Director position from the classified service, in accordance with State Civil Service (SCS) Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030.

*10) Request of the **Office of Inspector General** to exempt one (1) Director position from the classified service, in accordance with State Civil Service (SCS) Rule 4.1(d)2, effective November 4, 2026, through November 3, 2030.

11) Request of the **Louisiana Department of Agriculture and Forestry** to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 4, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana Department of Agriculture and Forestry to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 4, 2026.

12) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 4, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Department of Public Safety and Corrections, Corrections Services, to amend a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 4, 2026.

13) Request of the **Atchafalaya Basin Levee District** to establish a Special Entrance Rate policy, in accordance with State Civil Service Rule 6.5(b), effective November 4, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to grant the request of the Atchafalaya Basin Levee District to establish a Special Entrance Rate policy, in accordance with State Civil Service Rule 6.5(b), effective November 4, 2026.

14) Request of the **Office of Financial Institutions** to establish a Special Entrance Rate policy for Licensing Analyst job titles, in accordance with State Civil Service Rule 6.5(b), effective November 4, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Carter and unanimously passed, the Commission voted to grant the request of the Office of Financial Institutions to establish a Special Entrance Rate policy for Licensing Analyst job titles, in accordance with State Civil Service Rule 6.5(b), effective November 4, 2026.

15) Request of the **Louisiana State Board of Social Work Examiners** for an individual pay adjustment of $41.57 biweekly for Kaleigh Christman, Licensing Analyst 1, in accordance with State Civil Service Rule 6.16(c), effective June 1, 2026. On motion duly made by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to grant the request of the Louisiana State Board of Social Work Examiners for an individual pay adjustment of $41.57 biweekly for Kaleigh Christman, Licensing Analyst 1, in accordance with State Civil Service Rule 6.16(c), effective June 1, 2026. Also, as recommended by State Civil Service, the Commission granted an exception to State Civil Service Rule 6.10(d)3 to allow Ms. Christman's eligibility for a pay increase upon promotion, reallocation, or detail to special duty without either surpassing the level from which she was demoted or satisfying the two-year eligibility period.

16) 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). On motion duly made by Vice Chairman Hughes, seconded by Commissioner Netterville and unanimously passed, the Commission voted to ratify the Director's authorization of Special Entrance Rates in accordance with State Civil Service Rule 6.5(b).

17) 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.

18) Presentation of the **2026 Annual Pay Plan** Report and Recommendations in accordance with State Civil Service Rule 6.2. Director Decoteau presented the *2026 Annual Uniform Pay Plan Review* and made the following recommendations to improve competitiveness:

- Administrative "AS" Pay Schedule:
  1. Increase maximums by 6.5% for pay grades AS-609, AS-610, and AS-611.
  2. Add three new pay grades of AS-630, AS-631, and AS-632.
- Protective Services "PS" Pay Schedule
  3. Increase minimums by 3.0% for all PS pay grades. This recommendation has an estimated annualized implementation cost of approximately $31,799.04.
- Technical & Scientific "TS" Pay Schedule
  4. Increase minimums and maximums by 4.0% for all TS pay grades. This recommendation has an estimated annualized implementation cost of approximately $211,538.00.
- Technician & Skilled Trades "WS" Pay Schedule
  5. Increase employee salaries by 2.0% in the WS pay schedule. This recommendation has an estimated annualized implementation cost of approximately $5,748,190.92.

Director Decoteau informed the Commission that no action was needed. The Director will work with the Commissioners of Administration to explore the feasibility of the recommendations. Any formal recommendations will be promulgated for future meetings.

- Director's Report
  - Director Decoteau presented the Fiscal Year 2026 Annual Report on Turnover and the Calendar Year 2025 Annual Continuous Performance Management Report (CPM).
  - Jason Chapman, Division Administrator-Applications and Data Management, provided a demonstration of online Continuous Performance Management Report Dashboard and Future Reports.

- 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 by Vice Chairman Hughes, seconded by Commissioner Nixon and unanimously passed, the Commission voted to adjourn for executive session to consider Applications for Review of Civil Service Appeals and discuss Personnel Matters.

There being no further business, the meeting adjourned at 10:26 a.m. on November 4, 2026.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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J. Stewart Gentry, Chairman