

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****THURSDAY, JUNE 16, 2016****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)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:19 A.M. ON THURSDAY, JUNE 16, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, AND C. PETE FREMIN. COMMISSIONERS RONALD CARRERE AND KIMBERLY DELLAFOSSE WERE 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) Reconsideration of deferral from May 4, 2016 - Public hearing to consider proposal to suspend performance adjustment authority for FY 16-17. (Details contained in General Circular 2016-004.)
DIRECTOR DECOTEAU READ INTO THE RECORD THE PROPOSED CIVIL SERVICE RULE 6.14.2 SUSPENSION OF PERFORMANCE ADJUSTMENT AUTHORITY, WHICH STATES:

6.14.2 ALL PROVISIONS OF THE PERFORMANCE ADJUSTMENT RULE SHALL BE SUSPENDED FOR THE PERIOD FROM JUNE 29, 2016 THORUGH JUNE 29, 2017. DURING THIS PERIOD OF SUSPENSION, NO APPOINTING AUTHORITY MAY GRANT A PERFORMANCE ADJUSTMENT TO ANY CLASSIFIED EMPLOYEE NOR MAY ANY CLASSIFIED EMPLOYEE GAIN ELIGIBILITY FOR A PERFORMANCE ADJUSTMENT.

THE COMMISSION RECEIVED COMMENTS FROM THE DIVISION OF ADMINISTRATION COMMISSIONER JAY DARDENNE.

ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 4 TO 1; THE COMMISSION APPROVED THE PROPOSED CIVIL SERVICE RULE 6.14.2 SUSPENSION OF PERFORMANCE ADJUSTMENT AUTHORITY. (COMMISSIONER FREMIN OPPOSED.)

ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 4 TO 1; THE COMMISSION CLARIFIED ITS VOTE IN FAVOR TO ADOPT THE PROPOSED STATE CIVIL SERVICE RULE 6.14.2 THAT STATED ALL PROVISIONS OF THE PERFORMANCE ADJUSTMENT RULE SHALL BE SUSPENDED FOR THE PERIOD FROM JUNE 29, 2016 THORUGH JUNE 29, 2017. DURING THIS PERIOD OF SUSPENSION, NO APPOINTING AUTHORITY MAY GRANT A PERFORMANCE ADJUSTMENT TO ANY CLASSIFIED EMPLOYEE NOR MAY ANY CLASSIFIED

**EMPLOYEE GAIN ELIGIBILITY FOR A PERFORMANCE ADJUSTMENT.
(COMMISSIONER FREMIN OPPOSED.)**

- 2) Request of the Department of State Civil Service to extend delegated authority to establish premium pay policies up to \$2.00 per hour, for all hours worked, to the State Civil Service Director, effective July 1, 2016 to June 30, 2017. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of Louisiana State University Health Care Services Division to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Request of the Alexandria Housing Authority to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Request of the Louisiana State Board of Private Security Examiners to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 6) Consideration of the Minutes of the Commission Meeting held on May 4, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 7) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Delgado Community College
 - Louisiana Special Education Center
 - Metropolitan Human Services District
 - LSU Health Sciences Center-Shreveport
 - Port of New Orleans
 - Louisiana Patient's Compensation Fund(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 8) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF APRIL 19, 2016 THROUGH MAY 22, 2016.**
- 9) Request of the Department of Public Safety and Corrections – Public Safety Services, Office of State Fire Marshal, to exempt one (1) State Fire Marshal First Assistant from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2016 through May 31, 2020. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 10) Request of the South Central Louisiana Human Services Authority to exempt one (1) Specialist from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the

Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT, EFFECTIVE JUNE 1, 2016 THROUGH MAY 31, 2020.**

- 11) Request of the Department of Natural Resources to amend a Special Entrance Rate policy for Conservation Enforcement Specialists under the provisions of State Civil Service Rule 6.5(b), effective June 1, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of the Louisiana Schools for the Deaf and Visually Impaired for authority under the provisions of State Civil Service Rule 23.6(a), for an additional 400 hours to be worked within the 12-month appointment period, for PI'Shea Jackson, a Classified WAE Administrative Coordinator 2. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT, EFFECTIVE JUNE 1, 2016 AND DOES NOT INCLUDE ANY HOURS WORKED OVER 1,245 PRIOR TO THIS DATE.**
- 13) Request of the Department of Revenue for authority under the provisions of State Civil Service Rule 23.6(a), to allow all incumbents appointed to the Classified WAE Administrative Coordinator 2 at the Louisiana State Tax Free Shopping Commission to work up to 2080 hours in a 12-month appointment period, effective July 1, 2016 through June 30, 2018. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **ON MOTION DULY MADE, SECONDED, AND FAILED BY A VOTE OF 3 TO 2; THE COMMISSION DID NOT APPROVE THE REQUEST. (VICE-CHAIRMAN HUGHES AND COMMISSIONERS MCLURE AND FREMIN OPPOSED.)**

ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION APPROVED A MOTION TO RECONSIDER THE REQUEST.

ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 4 TO 1; THE COMMISSION GRANTED THE REQUEST WITH THE CONDITION THAT A STATUS REPORT ON THE AGENCY'S EFFORTS TO OBTAIN T.O. AND PLACE THESE POSITIONS IN THE REGULAR CLASSIFIED SERVICE BE PRESENTED AT THE MARCH 2017 STATE CIVIL SERVICE COMMISSION MEETING.
- 14) Request of the Louisiana Public Defender Board to extend authority to exempt one (1) Program Development and Resource Management Officer from the classified service, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2016 through June 30, 2020. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Request of the Department of Health and Hospitals – Office of the Secretary to extend authority to exempt from the classified service, one (1) Chief of Staff, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2016 through May 31, 2020. (Representative of the agency to sign in upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT, EFFECTIVE JUNE 1, 2016 THROUGH JANUARY 11, 2020.**
- 16) Request of the Department of Wildlife and Fisheries (LDWF) to extend the leave of absence for LDWF's Enforcement Division employee, Michael Bullitt, for an additional six (6) months, in accordance with State Civil Service Rule 11.21.1(b), effective May 22, 2016 through November 21, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of

the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY THE DEPARTMENT, EFFECTIVE MAY 22, 2016 THROUGH NOVEMBER 21, 2016.**

- 17) Request of State Civil Service to revoke the ongoing authority for position #50408558, Deputy Secretary of Operations, at the Department of Children and Family Services. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

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- Director's Report **Byron P. Decoteau, Jr., Director**
 - *Director Decoteau updated the Commission on BAN the Box legislation, which will become effective August 1, 2016. Director Decoteau informed the Commission that the legislation applies only to unclassified employees and not classified employees. The Department of Civil Service will receive comments from the HR community and share those comments with the Commission, most likely at the September meeting, for the Commission to determine if this is something that should be applied to the classified workforce.*
 - *Director Decoteau informed the Commission that the department is working on promulgating a rule regarding last-minute Pay Performances by outgoing administrations which the department will share with the Commission. The department is also reviewing CSR 22.2 which states that certain pay level cannot be filled during the time from a primary to inauguration.*
 - *Director Decoteau reminded the HR Community that June 22, 2016 is the deadline to submit requests for consideration at the July 13th Commission meeting.*
 - *Director Decoteau updated the Commission on the progress of the Pay Study Group which is going well. The next steps include a presentation on Tuesday, June 21 to the House and Governmental Affairs Committee; reaching out to the HR community, specifically the 20 executive branches and higher education; and meeting with the administration regarding budget or other implications. Once these steps have been accomplished, the Department will make a formal presentation to the Commission.*
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- **Consideration of a motion to recess / adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:55 A.M. ON THURSDAY, JUNE 16, 2016.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN