



MINUTES/ACTIONS

AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
TUESDAY, JULY 23, 2024
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 9:23 a.m. on Tuesday, July 23, 2024. Present were Vice Chairman D. Scott Hughes and Commissioners Candes Carter, Jo Ann Nixon, and Codi Neyland Plaisance. Chairman David Duplantier and Commissioner Craig Netteville were 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 June 5, 2024. **The Commission unanimously approved the minutes as written.**
- 2) Request for **Commission Approval of Suspension Pending Criminal Proceedings of Kirk Templeton** by the Department of Public Safety and Corrections—Corrections Services. **The Commission unanimously granted the request of the Department of Public Safety and Corrections—Corrections Services to suspend Kirk Templeton, without pay, pending criminal proceedings.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular Number 2024-030 and General Circular Number 2024-027)
 - Public Comments

Director Byron Decoteau presented the proposed changes to the Classification and Pay Plan as published in General Circular No. 2024-027 and as amended in 2024-030.

On motion duly made, seconded and unanimously passed, and providing for public comments, to which there were none, the Commission adopted the amendments to the Classification and Pay Plan as set forth in General Circular No. 2024-030.

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. The Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 4) **Public Hearing** to consider Proposed Amendments to Civil Service Rules 11.36(f)1(1) and 11.36(f)2, and Adoption of Civil Service Rule 11.36(g)9. (Details contained in General Circular Number 2024-028)
 - Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in General Circular No. 2024-028. Director Decoteau informed the Commission of one comment received regarding the proposed amendments. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the amendments to Civil Service Rules 11.36(f)1(1) and 11.36(f)2, and Adoption of Civil Service Rule 11.36(g)9 of the State Civil Service Rules. The rules will require gubernatorial approval before becoming effective.
- 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, retroactively, effective July 1, 2024 through June 30, 2025. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to this date.**
- 6) Request of the **Department of Public Safety and Corrections, Corrections Services** to exempt from the classified service, one (1) Director of Medical Services position, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 24, 2028. **The Commission unanimously granted the request.**
- 7) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Fire Marshal**, to extend authority to exempt from the classified service one (1) Confidential Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective July 8, 2024 through July 7, 2028. **The Commission unanimously granted the request.**
- 8) Request of the **Department of Revenue** to extend authority to exempt from the classified service one (1) Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective July 13, 2024 through July 12, 2028. **The Commission unanimously granted the request.**
- 9) Request of the **École Pointe-au-Chien** school to exempt from the classified service, one (1) Bus Driver position, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 22, 2028. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Department of Children and Family Services** to exempt from the classified service, one (1) Project Director position, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 22, 2028. **The Commission unanimously granted the request.**
- 11) Request of the **Louisiana Department of Culture, Recreation, and Tourism, Office of the Secretary** to exempt from the classified service, one (1) Administrative Assistant position, two (2) Manager positions, and three (3) Director positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2024 through June 30, 2028. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Health, Office of the Surgeon General** to exempt from the classified service, one (1) Executive Assistant position in accordance with State Civil Service Rule 4.1(d)2, effective June 19, 2024 through June 18, 2028. **The Commission unanimously granted the request.**
- 13) Request of the **Louisiana Department of Insurance** to exempt from the classified service one (1) Director position and three (3) Specialist positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 1, 2024 through June 30, 2028. **The Commission unanimously granted the request.**

- 14) Request of the **Louisiana Economic Development** to exempt from the classified service, four (4) Chief Executive Officer positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 22, 2028. **The Commission unanimously granted the request.**
- 15) Request of the **Department of Youth Services-Office of Juvenile Justice** to exempt from the classified service, three (3) positions, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 22, 2028. **The Commission unanimously granted the request.**
- 16) Request of the **Port of South Louisiana** to exempt from the classified service, three (3) Assistant Director positions, one (1) Chief Operating Officer position, and one (1) Manager position, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through September 6, 2026. **The Commission unanimously granted the request, and as recommended by State Civil Service, rescinded the previous ongoing approval granted by the State Civil Service Commission on November 9, 1998, and November 5, 1997, for the Assistant Port Director for Governmental Affairs and Economist Development Director.**
- 17) Request of the **Pennington Biomedical Research Center** to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective July 3, 2024. **The Commission unanimously granted the request.**
- 18) Request of **Louisiana State University Health Sciences Center-New Orleans** to establish a Perquisites policy in accordance with State Civil Service Rule 6.31., effective July 3, 2024. **The Commission unanimously granted the request.**
- 19) Request of the **Lakefront Management Authority** for an Individual Pay Adjustment in the amount of \$383.20 biweekly for Mia Taylor, Administrative Program Specialist A, in accordance with State Civil Service Rule 6.16(c), effective April 15, 2024. **Kelijuane Brownfield, Lakefront Management Authority Human Resources Director, answered questions of the Commission. The Commission unanimously granted the request.**
- 20) Request of the **Louisiana Economic Development** for an Individual Pay Adjustment in the amount of \$443.20 biweekly for Dawn Thibodeaux, Human Resources Director B, in accordance with State Civil Service Rule 6.16(c), effective May 13, 2024. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Workforce Commission** for nine (9) Individual Pay Adjustments for Workers' Compensation District Judge positions, in accordance with State Civil Service Rule 6.16(c), effective July 23, 2024. **Brian Blackwood, Assistant Secretary of the Office of Workers' Compensation Administration, answered questions of the Commission. The Commission unanimously granted the request, and as recommended by State Civil Service, rescinded the Premium Pay policy for Workers' Compensation District Judge job titles approved on August 10, 2005.**
- 22) Request of the **Crowley Housing Authority** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective July 3, 2024. **The Commission unanimously granted the request.**
- 23) Request of **Central Louisiana Human Services District (CLHSD)** to amend a Premium Pay policy for Professional Counselor job titles in accordance with State Civil Service 6.16(a), effective July 3, 2024. **The Commission unanimously granted the request.**
- 24) Request of the **Department of Public Safety and Corrections, Corrections Services**, to amend a Premium Pay policy at David Wade Correctional Center for Corrections ARDC job titles in accordance with State Civil Service Rule 6.16(a), effective July 3, 2024. **The Commission unanimously granted the request.**

- 25) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police**, to amend a Premium Pay policy for DPS Police and Criminal Investigator job titles in accordance with State Civil Service Rule 6.16(a), effective April 3, 2024. **The Commission unanimously granted the request.**
 - 26) Request of the **Louisiana Department of Health, Office of Behavioral Health-Headquarters**, to establish a Premium Pay policy for Psychologist job titles in accordance with State Civil Service Rule 6.16(a), effective July 3, 2024. **The Commission unanimously granted the request.**
 - 27) Request of **Louisiana State University Health Sciences Center-New Orleans**, to establish a Premium Pay policy for Police job titles in accordance with State Civil Service Rule 6.16(a), effective August 1, 2024. **Sara Schexnayder, Human Resources Manager for Compensation with Louisiana State University Health Sciences Center-New Orleans, answered questions of the Commission. The Commission unanimously granted the request.**
 - 28) Request of the **Louisiana Department of Wildlife and Fisheries**, to amend a Special Entrance Rate policy for the Wildlife Enforcement job titles in accordance with State Civil Service Rule 6.5(b). **The Commission unanimously granted the request.**
 - 29) Request of the **Department of Energy and Natural Resources, Office of Conservation**, to pay non-exempt and exempt personnel who process expedited permits at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective August 1, 2024 through July 31, 2025. **The Commission unanimously granted the request.**
 - 30) Request of the **Department of Energy and Natural Resources** to extend their overtime policy to pay all non-exempt and exempt Emergency Support Function positions at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), retroactively, effective July 10, 2024 through July 9, 2025. **The Commission unanimously granted the request.**
 - 31) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Police**, 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 July 1, 2024 through June 30, 2025. **The Commission unanimously granted the request.**
 - 32) Request of the **Division of Administration, Office of Community Development** for authority under the provisions of State Civil Service Rule 23.6(a) and (b), to allow Suzanne Bentley-Smith, classified WAE Community Development Program Specialist 3 to work an additional 56 hours within the 12-month appointment period, effective July 23, 2024. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of July 23, 2024.**
 - 33) 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 ratified the request.**
 - 34) 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.**
- Director's Report **Director Decoteau did not provide a report.**

- Consideration of a motion to *recess* for Executive Session to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service. (All Commissioners to verbally vote.) **On motion duly made, seconded, and unanimously passed, the Commission agreed to recess at 11:13 a.m. for executive session to consider Applications for Review of Civil Service Appeals, to discuss Personnel Matters, and to conduct the annual performance evaluation of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**

The Commission reconvened from Executive Session at 12:36 p.m.

- Upon reconvening from Executive Session, the Commission will hear the following items:
 - 35) Consideration of a motion to approve Fiscal Year 2023-2024 Performance Evaluation of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission unanimously approved the Fiscal Year 2023-2024 Performance Evaluations of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
 - 36) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2024-2025 Performance Planning session, on behalf of the Commission, of the:
 - State Civil Service Director
 - State Examiner of the Municipal Fire and Police Civil Service(No attachment) **The Commission unanimously approved granting the Chairman of the State Civil Service Commission the authority to conduct the Fiscal Year 2024-2025 Performance Planning Session, on behalf of the Commission, of the State Civil Service Director and the State Examiner of the Municipal Fire and Police Civil Service.**
 - 37) Request of the **Department of Children and Family Services** to exempt from the classified service one (1) Chief of Staff position, in accordance with State Civil Service Rule 4.1(d)2, effective July 23, 2024 through July 22, 2028. **The agency withdrew the request.**
- Consideration of a motion to adjourn. (All Commissioners to verbally vote.) **There being no further business, on motion duly made, seconded, and unanimously passed, the Commission agreed to adjourn at 12:38 p.m. on July 23, 2024.**

Respectfully submitted,

Byron P. Decoteau, Jr., Director

David Duplantier, Chairman