



## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, FEBRUARY 5, 2025  
9:00 A.M.

BYRON P. DECOTEAU, JR.  
DIRECTOR

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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 9:16 a.m. on Wednesday, February 5, 2025. Present was Commissioners Candace Carter, Stewart Gentry, D. Scott Hughes, Nathan Kernion, Craig Netterville, and Codi Plaisance.

- 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 [Jonathan N. "Nathan" Kernion, Jr.](#), the newest member of the State Civil Service Commission. Governor Jeff Landry appointed Mr. Kernion, who will represent the 1<sup>st</sup> Congressional District. Sherri Gregoire, General Counsel, administered the Oath of Office to Mr. Kernion. Also, Director Decoteau shared that Commissioner Stewart Gentry was nominated by Louisiana Christian University to represent the 5<sup>th</sup> Congressional District and reappointed by Governor Landry.

On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) **Election of Officers:** Chairman and Vice Chairman (No Attachment) **The Commission unanimously elected Commissioner Stewart Gentry to serve as Chairman and unanimously re-elected Commissioner D. Scott Hughes to serve as Vice Chairman.**
- 2) Consideration of the **Minutes** of the Commission meeting held December 3, 2024, and December 4, 2024. **The Commission unanimously approved the minutes as written.**

**At the request of Director Decoteau, item #7 was the first item of agency requests to be heard on the agenda.**

- 7) Request of the **Office of the Governor** to establish on-going unclassified authority in accordance with State Civil Service Rule 4.1(d)2, by exempting all new appointments in the following job titles from the classified service effective July 1, 2025:

- Attorney 1
- Attorney 2
- Attorney 3
- Attorney 4

- Attorney Supervisor
- Attorney Deputy General Counsel 1
- Attorney Deputy General Counsel 2
- Attorney General Counsel 1
- Attorney General Counsel 2
- Attorney General Counsel 3
- Attorney – Regional
- Engineer 3
- Engineer 4
- Engineer 5
- Engineer 6
- Engineer 7
- Engineer 8
- Engineer 9
- Engineer 6 – DCL
- DOTD Deputy Chief Engineer
- DOTD Chief Engineer

Emily Andrews, Special Counsel for the Governor’s Office, and Patrick Goldsmith, Deputy Commissioner for the Division of Administration, appeared before the Commission to provide justification for the request and answer questions on behalf of the Governor’s Office. Director Decoteau informed the Commission that public comments were received and provided to the Commissioners ahead of the meeting. At that time, Commissioner Plaisance read a few of those comments that she received in her role as the state classified employee representative. The comments included opposition and general questions in nature.

After discussion and another opportunity provided for public comments, the Commission denied the request with a vote of 4 to 2. Vice Chairman Hughes and Commissioners Carter, Netterville and Plaisance voted in opposition. Chairman Gentry and Commissioner Kernion voted in support.

The Commissioners recessed at 10:38 a.m. and returned to the meeting at 10:52 a.m.

- 3) **Public Hearing** to consider proposed changes to Civil Service Rule 18.15 and the addition of Rule 18.17 (Details contained in General Circular No. 2024-061).

- Public Comments

Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in General Circular No. 2024-061. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the changes to Civil Service Rule 18.15 and the addition of Rule 18.17 to the State Civil Service Rules.

- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-003)—Exhibit A

- Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan, as published in General Circular No. 2025-003, and provided opportunity for public comments, to which there were none.

On motion duly made, seconded, and unanimously passed, the Commission approved the pay plan proposal for Exhibit A 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.

- 5) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-003)—Exhibits B-F
- Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan, as published in General Circular No. 2025-003, 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 B and C being contingent upon the Governor’s approval, Exhibits D and E which requires approval from only the State Civil Service Commission and ratified Exhibit F. Also, the Commission granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval.

- 6) Request of the **Division of Administration** to establish or amend Special Entrance Rate policies for accounting job titles for the following sixty-five (65) personnel areas within the Executive Branch:

- Department of Children and Family Services - Office of Children and Family Services
- Department of Energy and Natural Resources - Office of Conservation
- Department of Energy and Natural Resources - Office of the Secretary
- Department of Environmental Quality
- Department of Public Safety and Corrections, Corrections Services - Administration
- Department of Public Safety and Corrections, Corrections Services - Adult Probation and Parole
- Department of Public Safety and Corrections, Corrections Services - Allen Correctional Center
- Department of Public Safety and Corrections, Corrections Services - David Wade Correctional Center
- Department of Public Safety and Corrections, Corrections Services - Dixon Correctional Institute
- Department of Public Safety and Corrections, Corrections Services - Elayn Hunt Correctional Center
- Department of Public Safety and Corrections, Corrections Services - Louisiana Correctional Institute for Women
- Department of Public Safety and Corrections, Corrections Services - Louisiana State Penitentiary
- Department of Public Safety and Corrections, Corrections Services - Prison Enterprises
- Department of Public Safety and Corrections, Corrections Services - Rayburn Correctional Center
- Department of Public Safety and Corrections, Corrections Services - Raymond Laborde Correctional Center
- Department of Public Safety and Corrections, Public Safety Services - Louisiana Gaming Control Board
- Department of Public Safety and Corrections, Public Safety Services - Louisiana Highway Safety Comm
- Department of Public Safety and Corrections, Public Safety Services - Liquefied Petrol Gas Comm
- Department of Public Safety and Corrections, Public Safety Services - Office of Management and Finance
- Department of Public Safety and Corrections, Public Safety Services - Office of Motor Vehicles

- Department of Public Safety and Corrections, Public Safety Services - Office of State Fire Marshal
- Department of Public Safety and Corrections, Public Safety Services - Office of State Police
- Department of Public Safety and Corrections, Youth Services - Office of Juvenile Justice
- Department of Revenue
- Department of Transportation and Development - Administration
- Department of Transportation and Development - Engineering and Operations
- Department of Veterans Affairs
- Department of Veterans Affairs - Louisiana Veterans Home
- Department of Veterans Affairs - NE Louisiana Veterans Home
- Department of Veterans Affairs - NW Louisiana Veterans Home
- Department of Veterans Affairs - SE Louisiana Veterans Home
- Department of Veterans Affairs - SW Louisiana Veterans Home
- Department of Wildlife and Fisheries - Office of Fisheries
- Department of Wildlife and Fisheries - Office of Management and Finance
- Department of Wildlife and Fisheries - Office of Secretary
- Department of Wildlife and Fisheries - Office of Wildlife
- Executive Department, Coastal Protection and Restoration Authority
- Executive Department, Division of Administration
- Executive Department, Division of Administration - Federal Property Assistance Agency
- Executive Department, Division of Administration - Louisiana Property Assistance Agency
- Executive Department, Division of Administration - Louisiana Tax Commission
- Executive Department, Division of Administration - Office of Aircraft Services
- Executive Department, Division of Administration - Office of Group Benefits
- Executive Department, Division of Administration - Office of Risk Management
- Executive Department, Division of Administration - Office of State Procurement
- Executive Department, Division of Administration - Office of Technology Services
- Executive Department, Louisiana Commission on Law Enforcement and Administration of Criminal Justice
- Executive Department, Mental Health Advocacy Services
- Executive Department, Office of Elderly Affairs
- Executive Department, Office of Financial Institutions
- Executive Department, Office of Inspector General
- Executive Department, Office of State Public Defender
- Louisiana Department of Health - Aging and Adult Services
- Louisiana Department of Health - Developmental Disabilities Council
- Louisiana Department of Health - Louisiana Emergency Response Network
- Louisiana Department of Health - Medical Vendor Administration
- Louisiana Department of Health - Office for Citizens with Developmental Disabilities
- Louisiana Department of Health - Office of Behavioral Health
- Louisiana Department of Health - Office of Public Health
- Louisiana Department of Health - Office of the Secretary
- Louisiana Department of Health - Office of the Surgeon General

- Louisiana Department of Health - Office on Women's and Community Health
- Louisiana Economic Development - Office of Business Development
- Louisiana Economic Development - Office of the Secretary
- Louisiana Workforce Commission - Workforce Support and Training

In addition, the **Division of Administration** requests to rescind Premium Pay policies for the above listed agencies that were previously approved by State Civil Service for recruiting and retention of accounting job titles. **The Commission unanimously granted the request contingent upon the Governor's approval of Exhibits A and C of General Circular No. 2025-003. Also, the Commission allowed the Director to set an effective date no sooner than 10 days following gubernatorial approval.**

- 8) Request of the **Department of Children and Family Services** to extend authority to exempt from the classified service, three (3) positions in the Offices of Emergency Services, in accordance with State Civil Service Rule 4.1(d) 2, effective February 4, 2025, through February 3, 2029. **The Commission unanimously granted the request.**
- 9) Request of the **Department of Energy and Natural Resources** to exempt from the classified service one (1) Deputy Director position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2025, through September 5, 2027. **The Commission unanimously granted the request.**
- 10) Request of the **Department of Transportation and Development** to extend authority to exempt from the classified service, six (6) positions in the Emergency Operations Section, in accordance with State Civil Service Rule 4.1(d)2, effective February 4, 2025, through February 3, 2029. **The Commission unanimously granted the request.**
- 11) Request of the **Southeast Louisiana Flood Protection Authority-East** to exempt from the classified service one (1) Special Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2025, through February 4, 2029. **The Commission unanimously granted the request.**
- 12) Request of the **Louisiana Department of Agriculture and Forestry** to extend the Job Appointment of Phillip Elliott, Laborer, in accordance with State Civil Service Rule 23.5(a), effective January 25, 2025, through January 24, 2026. **The Commission unanimously granted the request.**
- 13) Request of the **Department of Public Safety and Corrections, Public Safety Services-Office of State Police**, to amend a Special Entrance Rate policy for the Investigative Specialist job titles in accordance with State Civil Service Rule 6.5(b), effective February 5, 2025. **The Commission unanimously granted the request.**
- 14) 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.**
- 15) 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.**
- 16) Consideration of a motion to grant the Chairman of the State Civil Service Commission the authority to conduct the **Calendar Year 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 Calendar Year 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.

- Director's Report
  - Director Decoteau provided an update on the Alternative Dispute Resolution (ADR) program. Sherri Gregoire has completed formal training in mediation and has been certified. She has developed a road map for the Commission regarding the ADR program and the department hopes to present this to the Commission by the end of the fiscal year. At the request of the Department of Children and Family Services, as well as the Governor's Office, Ms. Gregoire will provide training to their departments regarding disciplinary matters.
  - Director Decoteau reminded the Commissioners that their Tier 2.1 Financial Disclosures are due to the Board of Ethics by May 15, 2025.
  - Director Decoteau addressed concerns of the HR community regarding [Continuous Performance Management](#), specifically regarding deadlines and possible audit citations. He shared that agencies should focus on meeting employee deadlines but do not worry about getting cited, as agencies won't be audited on this in the first year.
  - The Commissioners were provided a report from the Appeals Section on appeals that are over 180 days.
- 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 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 11:52 a.m. on February 5, 2025.

Respectfully submitted,

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Byron P. Decoteau, Jr., Director

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J. Stewart Gentry, Chairman