



MINUTES/ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION

GENERAL BUSINESS MEETING

WEDNESDAY, JANUARY 7, 2026

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 9:09 a.m. on Wednesday, January 7, 2026. Present were Chairman Stewart Gentry, Vice Chairman D. Scott Hughes, Commissioners Candes Carter, Thomas Grimstad, Jo Ann Nixon and Codi Plaisance. Commissioner Craig Netterville was 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) **Election of Officers:** Chairman and Vice Chairman (No Attachment)
The Commission unanimously re-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, 2025. **The Commission unanimously approved the minutes as written.**

Vice Chairman Hughes made a motion to amend the agenda to add an item, specifically, to adopt a resolution granting the incoming State Civil Service Referee, Mr. David Boggs, to be empowered to hear and decide appeals on behalf of the State Civil Service Commission. After providing for public comments, to which there were none, on motion duly made, seconded, and unanimously passed, the Commission added this item to the agenda, which became item #2b.

- 2b) Request to adopt a **Resolution** granting Mr. David Boggs, incoming State Civil Service Referee, to be empowered to hear and decide appeals on behalf of the State Civil Service Commission. **The Commission unanimously adopted the Resolution.**
- 3) **Public Hearing** to consider Proposed changes to Civil Service Rule Chapters 3 (Details contained in General Circular Number 2025-050)
 - Public Comments
Sherri Gregoire, General Counsel, presented the proposed amendments to the Commission, as published in General Circular Number 2025-050. This rule was revisited following discussions at the December 2025 meeting to provide clarification regarding questions raised by Commissioners related to veteran status and merit factors. Counsel provided clarification to the issues raised at the December meeting prior to

the matter being brought up for a vote. After providing opportunity for public comments, to which there were none, on motion duly made, seconded, and passed, the Commission unanimously adopted the amendment to Civil Service Rule 3.1(r) as proposed and discussed on January 7, 2026.

- 4) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (details contained in General Circular Number 2025-057)

- Public Comments

The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments. Laura Smith, Vice President of the Louisiana Probation and Parole Officers Association, spoke in support of the proposed changes.

On motions duly made, seconded, and unanimously passed, the Commission approved the pay plan proposals for Exhibits A, B, C, and D, being contingent upon the Governor's approval, and Exhibits E and F, 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.

- 5) Request of the **Capital Area Human Services District** to exempt from the classified service, one (1) Behavioral Therapist position, in accordance with State Civil Service Rule 4.1(d)2, effective January 7, 2026, through May 6, 2029. **The Commission unanimously granted the request.**
- 6) Request of the **Lake Charles Harbor and Terminal District** to extend authority to exempt from the classified service, eight (8) positions, in accordance with State Civil Service Rule 4.1(d) 2, effective February 6, 2026, through October 1, 2029. **The Commission unanimously granted the request.**
- 7) Request of the **Louisiana Department of Agriculture and Forestry** to extend authority to exempt from the classified service, three (3) Poultry Grader positions, in accordance with State Civil Service Rule 4.1(d)2, effective February 2, 2026, through February 1, 2030. **The Commission unanimously granted the request.**
- 8) Request of the **Louisiana Department of Health, Office of the Secretary**, to exempt ten (10) Fellow positions from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective January 7, 2026, through January 6, 2030. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Health, Office of the Surgeon General**, to exempt one (1) Program Manager position from the classified service in accordance with State Civil Service Rule 4.1(d)2, effective January 7, 2026, through November 30, 2029. **The Commission unanimously granted the request.**
- 10) Request of the **Louisiana Housing Corporation** to extend authority to exempt from the classified service, one (1) Director position, in accordance with State Civil Service Rule 4.1(d)2, effective February 5, 2026, through February 4, 2030. **The Commission unanimously granted the request.**
- 11) Request of the **Southeast Louisiana Flood Protection Authority** to exempt from the classified service, one (1) Manager position in accordance with State Civil Service Rule 4.1(d)2, effective January 7, 2026, through February 4, 2029. **The Commission unanimously granted the request. Also, as recommended by State Civil Service, the Commission revoked authority for one Director position, effective January 7, 2026.**
- 12) Request to amend eleven (11) **Rewards and Recognition** policies of the following state agencies in accordance with State Civil Service Rule 6.16.1, effective January 7, 2026:

- Bossier Parish Community College
- Central Louisiana Human Services District
- Department of Environmental Quality

- Department of Insurance
- Department of State, Secretary of State
- Ethics Administration
- Governor's Office of Elderly Affairs
- Louisiana Department of Culture, Recreation and Tourism
- Louisiana State Board of Cosmetology
- Louisiana State Board of Nursing
- University of New Orleans

The Commission unanimously granted the request.

- 13) Request of the **Teachers' Retirement System of Louisiana** to amend an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective January 7, 2026. **The Commission unanimously granted the request.**
- 14) Request of **State Civil Service** to establish an addendum for state agencies to attach to existing approved Optional Pay policies, in accordance with State Civil Service Rule 6.16.2, effective January 7, 2026. **The Commission unanimously granted the request.**
- 15) Request of the **Louisiana Department of Health, Medical Vendor Administration**, to establish an Incentive Pay policy for the Economic Stability Division, in accordance with State Civil Service Rule 6.16(d), effective January 1, 2026, through September 30, 2026. **The Commission unanimously granted the request.** Also, as recommended by State Civil Service the agency will report on the use of this policy to the State Civil Service Commission at the conclusion of the policy's term.
- 16) Request of the **LSU Health Sciences Center – New Orleans** to amend a Premium Pay Policy for Dental Assistant job titles in accordance with State Civil Service Rule 6.16(a), effective January 5, 2026. **The Commission unanimously granted the request.**
- 17) Request of the **State Civil Service Director** for delegated authority, effective January 7, 2026, to authorize Special Entrance Rates in accordance with State Civil Service Rule 6.5(b) for job titles in the following job series:
 - Attorneys
 - Auditors
 - Budget
 - Contracts/Grants
 - Fire And Police Examiner
 - Human Resources
 - Human Resources Consultants
 - State Accounting System
 - State Budget Management
 - State Capital Outlay
 - State Fiscal
 - State Treasury Debt
 - State Treasury Fiscal Control
 - State Uniform Payroll

In addition, the State Civil Service Director requests delegated authority, effective January 7, 2026, to rescind Premium Pay policies applicable to the above-listed jobs that were previously approved by State Civil Service in accordance with State Civil Service Rule 6.16(a) for recruiting and retention. **The Commission unanimously granted the request.**

18) Request of **State Civil Service** to implement Special Entrance Rates in accordance with State Civil Service Rule 6.5(b), effective no later than July 1, 2026, for job titles in the following job series:

- Accounting
- Attorneys
- Budget
- Human Resources
- Human Resources Consultants
- Human Resources Consultants - State Civil Service Deputy Director
- Human Resources Consultants - State Civil Service Director

The Commission unanimously granted the request.

19) Request of the **Department of Environmental Quality (DEQ) – Office of Management and Finance** to pay exempt personnel who work during Emergency Response incidents at the time and one-half rate, in accordance with State Civil Service Rule 21.9(d), effective January 7, 2026, through January 6, 2027. **The Commission unanimously granted the request.**

- Director's Report

- Nicole Tucker, Chief Operating Officer, and Jennifer Schuelke, Assistant Division Administrator for Talent, Acquisition and Workforce Development, presented *Transformers in the Public Sector Cohort: Year One Update—Modernizing How Louisiana Hires Talent*.
- Director Decoteau recognized Nicole Tucker as the 2025 Outstanding Human Resources Professional of the Year, given by the Greater Baton Rouge Society for Human Resources Management. This award recognizes an HR professional who has demonstrated exceptional achievement, innovation, and leadership in the field of human resources within the past calendar year.
- Director Decoteau presented a retirement plaque to Marty Mansfield, Chief Referee, who will retire in February 2026. He thanked Ms. Mansfield for her years of dedicated service to the Department of State Civil Service and the State Civil Service Commission.
- The Department plans to promulgate rules in the near future regarding CSR 6.5(g); specifically, to allow agencies to grant 6.5(g) exceptions up to the third quartile.

• 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 11:04 a.m. on Wednesday, January 7, 2026.

Respectfully submitted,

Byron P. Decoteau, Jr., Director

J. Stewart Gentry, Chairman