



MINUTES/ACTIONS

AGENDA
COMPREHENSIVE PUBLIC TRAINING PROGRAM POLICY BOARD
TUESDAY, NOVEMBER 15, 2011
9:00 A.M.

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE COMPREHENSIVE PUBLIC TRAINING PROGRAM POLICY BOARD CONVENED ITS MEETING AT 9:10 A.M. ON TUESDAY, NOVEMBER 15, 2011. PRESENT WERE CHAIRMAN JERRY GUILLOT, BOARD MEMBERS BARBARA GOODSON, SUZETTE MEISKE, GWENDOLYN PARKER, AND JEAN JONES. BOARD MEMBERS KATHLEEN RANDALL, RINA THOMAS, DAVID HOOD, AND ANNA PAXTON WERE ABSENT.

1) **Introduction of Members:**

Shannon Templet, Director, Department of State Civil Service

2) **Election of Chairman:**

Jerry Guillot, Chief of Staff, Louisiana State Senate
 CPTP Policy Board, Chairman

THE FOLLOWING OFFICERS WERE ELECTED:

CHAIR – BARBARA GOODSON

VICE-CHAIR – JERRY GUILLOT

3) **Review of Statute:**

Adrienne Bordelon, General Counsel, Department of State Civil Service will review the legal history of the CPTP program and the powers and duties of the Department of State Civil Service and the CPTP Policy Board.

4) **Status report:**

Shannon Templet will brief the board on the organizational changes to the training staff:

- **Organizational Changes**

1. **Introduction of Training Staff (Brief Bio of Trainers)**

- a. Patrick Lowery
- b. Gwendolyn Parker
- c. John DiCarlo
- d. Amanda Newfield
- e. Dana Lebherz
- f. Rosanna Marino
- g. Shelia Edwards

2. **Retirements**

- a. Karen Puckett
- b. Ann Williams

- 5) **LSU Partnership:**
Shannon Templet will discuss the current partnership between LSU and the Department of State Civil Service, and will introduce the new LSU contact, Dr. Yvette Marsh.
- 6) **Change to curriculum and Minimum Supervisory Training Policy:**
Patrick Lowery, Accountability and Workforce Development HR Division Administrator, Department of State Civil Service, will discuss the recent changes to the Course list for Supervisory Group 1 and the changes to the Minimum Supervisory Training Policy approved by the Civil Service Commission with an effective date of January 1, 2012.
- a. New Course list for Supervisory Group 1
b. Changes to Minimum Supervisory Training Policy
- 7) **Pathlore/LSO Conversion:**
Patrick Lowery will discuss the transition from the Pathlore learning management system to SAP/LSO.
- 8) **Proposed changes in PPR program:**
Shannon Templet will explain the proposed changes to the performance review system to be voted on at the December Civil Service Commission meeting.
- 9) **Future direction of the training program:**
Shannon Templet will discuss her vision for the training program.

NEW BUSINESS
COMPREHENSIVE PUBLIC TRAINING PROGRAM POLICY BOARD
TUESDAY, NOVEMBER 15, 2011

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- 10) **Adoption of Fee Schedule for students who are non-state employees:**
The Department of State Civil Service requests that the Board adopt a fee schedule for other public officials and employees to participate in training as allowed by Revised Statute 42:1261.B(2). **THE BOARD ADOPTED THE FEE SCHEDULE AS REQUESTED.**
- 11) **Graduation of class from Professional Certificate Program:**
The Department of State Civil Service submits the names of all persons who have completed the requirements for the Certificate for Managing People and the Professional Certificate. **THE BOARD APPROVED AWARDING THE CERTIFICATES PROPOSED.**
- 12) **Adoption of Meeting dates for 2012:**
The Department of State Civil Services requests that the Board adopt its meeting dates for calendar year 2012. This list is required under Revised Statute 42:19.A9(1). **THE BOARD ADOPTED THE MEETING SCHEDULE FOR 2012.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:36 A.M., ON TUESDAY, NOVEMBER 15, 2011.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

BARBARA GOODSON, CHAIR