

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
October 23, 2025, at 4:30 p.m.**

The meeting was called to order by Mr. Donald Collins at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Paul Lafleur, Mr. Charles Harvey, and Ms. Terri Blaisdell. A quorum was present. Staff members present were: Ms. Mildred Price, Director of Civil Service, and Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Ms. Misty Antoon, Counsel for the Commission.

Mr. Collins read a statement regarding the rights of the public to comment on matters on the agenda prior to action being taken on them, as required by the Louisiana Revised Statutes.

Mr. Collins addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on September 17, 2025**. Mr. Lafleur moved to approve the minutes as presented, and Ms. Blaisdell seconded. On a vote, the motion carried unanimously without opposition.

Ms. Price reported on **filling vacant positions in the classified Civil Service**. As of September 30, 2025, there were 60 personnel requisitions in the Civil Service Department. Civil Service received 308 applications and transmitted 47 certified eligibility lists to Human Resources during the month of September. There were 14 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report**. The Mayor selected twenty-five (25) candidates in September, which included seventeen (17) new hires and six (6) promotions. There was one (1) transfer. There were two (2) demotions.

Ms. Price presented the **Report on Special Assignments of classified employees for September**. Ms. Price stated there is a request to extend one (1) special assignment. Mr. Harvey moved to extend one (1) special assignment for ninety days. Ms. Blaisdell seconded the motion. Upon vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Request per the Administration, according to Rule VI§ 3, to advertise and hire within the range for Transit Operators**. Ms. Price stated Civil Service received a request from the administration to advertise and hire within the range for the Transit Operator classifications in the Public Works Division. There are several vacancies in the department, and there has been difficulty in attracting and retaining applicants. Increasing the flexibility with pay to hire and retain employees is vital to the services of the City of Alexandria and its citizens. Ms. Price stated that Civil Service has not received many applications for this position and concurs with the request. Finance has approved the action. Mr. Harvey moved to advertise and hire within the range for Transit Operators. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request from the Administration to apply Alexandria Civil Service Rule XV and Louisiana State Civil Service Rule 6.16.2 pertaining to Michael Gray**. Civil Service received a request to review the additional duties being performed to consider compensating the Superintendent, Utility Services, Michael Gray, for the

responsibilities in overseeing and administering the operator qualification training in Gas. The tasks performed are vital to ensure employees are properly trained to meet the state and federal compliance requirements. The Administration has also requested to apply the Louisiana State Civil Service Rule 6.16.2 to compensate for the additional duties of overseeing and administering the Gas operator qualification training of employees being completed. The City has lost senior leadership in Gas in part due to retirements. Ongoing training and compliance are vital to the operations of the City. Ms. Price stated that Finance has approved funding for the proposed classification action. Mr. Harvey moved to approve the action, and Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request per Rule V § 7, Adopt a new classification, classification specification, and assign grade: Crew Supervisor, Wastewater Treatment.** Civil Service and Human Resources met and collaborated with the Utilities Director and the Superintendent of Water and Wastewater. The Superintendent of Wastewater stated the department needs a Crew Supervisor in Wastewater Treatment. This classification would perform tasks on a supervisory level. Responsibilities will include; to oversee, operate, monitor, and maintain the modified activated sludge treatment plant. Also, as a lead operator on an assigned shift to ensure effective and efficient treatment of wastewater in compliance with all established regulations, standards, and procedures. This action would help with the efficiency of the treatment side in the department. Ms. Price stated that department heads are seeking ways to improve the efficiency and resilience of operations in their respective departments. Mr. Harvey moved to adopt the new classification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Reallocate Wastewater SCADA Operator to Crew Supervisor, Wastewater Treatment.** Ms. Price stated this classification is a single classification and is currently vacant due to the retirement of an employee. She stated that through evaluation of operations of Wastewater Treatment, the department requested the classification of Crew Supervisor, Wastewater, which would replace the current classification of Wastewater SCADA operator. Ms. Price stated that this classification action has been approved by Finance. Mr. Harvey moved to amend the classification specification. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Request to Amend Wastewater Classifications: Electronic & Instrumentation Technician, Wastewater; Supervisor, Wastewater Collection; Pipe Layer; Maintenance Mechanic I; Equipment Operator I, II, & III. Ms. Price stated that upon review of several classifications requested by the Division, the Wastewater and Water departments stated the updates would contribute to the efficiency of the departments and clarify the duties and tasks of the jobs. Ms. Price stated that in several classifications in Water and Wastewater, the prerequisite for obtaining the required Water and Wastewater certifications is a high school diploma or GED; therefore, this is a minimum requirement for most classifications in the respective departments. Ms. Price stated the Division requested a title change from Electronic & Instrumentation to Electrical & Instrumentation Gas, Wastewater, and Water. She stated the amendment to the classification also includes responding to emergency calls during inclement weather or other emergencies. Ms. Blaisdell moved to amend the classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request to Amend Supervisor, Wastewater Collection:** Ms. Price stated that this classification is requested to be amended to include: responds to emergency calls during inclement weather or other emergencies, and remove the language regarding being placed in a written transition plan if applicants possess less than the required certifications. Mr. Harvey moved to amend the classification specification. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Mr. Collins addressed the agenda item: **Request to Amend Pipe Layer:** Ms. Price stated the amendment to this classification included adding; positions in Utilities are subject to 24 24-hour call, and respond to emergency calls during inclement weather or other emergencies. She stated that the specification also clarified the education and experience needed for the job due to the prerequisites for the certifications. Mr. Harvey moved to amend the classification specification. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request to Amend Maintenance Mechanic I, Wastewater:** Ms. Price stated the amendment included that the classification responds to emergency calls during inclement weather or other emergencies. She stated that the specification also clarified the education requirements. Ms. Blaisdell moved to amend the classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request to Amend Equipment Operator I, in Utilities:** Ms. Price stated that the amendment included positions in Utilities are subject to 24-hour call, and respond to emergency calls during inclement weather or other emergencies. Also, the education requirements were updated due to the prerequisite of certifications in the respective areas. Ms. Blaisdell moved to amend the classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

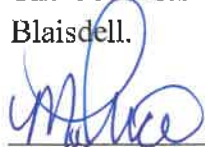
Mr. Collins addressed the agenda item: **Request to Amend Equipment Operator II, in Utilities:** Ms. Price stated that the amendment included that positions in Utilities are subject to 24-hour call, and respond to emergency calls during inclement weather or other emergencies. Also, the education requirements were updated due to the prerequisite of certifications in the respective areas. Also, for this classification, the department requested to remove the requirement for the manual transmission endorsement. Mr. Lafleur moved to amend the classification specification. Mr. Harvey seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Mr. Collins addressed the agenda item: **Request to Amend Equipment Operator III, in Utilities:** Ms. Price stated that the amendment included that positions in Utilities are subject to 24-hour call, and respond to emergency calls during inclement weather or other emergencies. Also, the education requirements were updated due to the prerequisite of certifications in the respective areas. Ms. Blaisdell moved to amend the classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously with no opposition. No public comments.

Ms. Price presented the **Director's Report**. Ms. Price stated Civil Service is working to review, revise, and update classifications across the classified service. Ms. Price stated that a selection has been made for the Southern University appointment to the Commission. She stated we are hopeful to have the new appointee present at our November 19, 2025, meeting. Ms. Price stated that Civil Service participated in the LSUA job fair in September. She stated that next month, the City of Alexandria will be participating in SECO (Students Exploring Career Opportunities). The annual event is hosted by the Orchard Foundation at the Riverfront Center for 10th graders from across Central Louisiana to have the opportunity to meet and interact with local business and industry partners. Ms. Price reminded Commissioners about the annual training.

There was no discussion under **New Business (no action will be taken)** on the agenda item.

The Commission adjourned at 5:00 p.m. following a motion by Mr. Lafleur and seconded by Ms. Blaisdell.



Ms. Mildred Price
Director of Civil Service



Mr. Paul Lafleur
Vice-Chairman