

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
March 20, 2024 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Charles Harvey, and Mr. Donald Collins. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; and Ms. Toria Banks, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources, and Ms. Misty Antoon, Counsel for the Commission.

Ms. Baker read a statement regarding 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.

Ms. Baker presented the **minutes of regular meeting held February 21, 2024** for approval. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of February 28, 2024, there were 74 personnel requisitions in the Civil Service Department. Civil Service received 317 applications and transmitted 32 certified eligibility lists to Human Resources during the month of February. Twenty-one personnel requisitions were closed during the month of February 2024.

Ms. Harris reported the Mayor selected twenty-one candidates in February, which included eleven (11) new hires, and ten (10) promotions. Three candidates declined employment offers during the month of February 2024.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. Mr. Harvey moved to extend three (3) special assignments for a period of 90 days. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed **Requests per Rule V § 7, Pertaining to Customer Service and Customer Field Services Department to: Reallocate Customer Accounts Representative, Customer Service to Customer Service Specialist**.

Mr. Harvey recused himself from the agenda item. Ms. Lawson stated amendments of the classification specifications for Customer Account Representative would increase the organizational efficiency of the department. The amendment is to reallocate Customer Account Representative to Customer Service Specialist, Customer service with proposed grade of 18. Ms. Blaisdell moved to approve the reallocation of Customer Account Representative to Customer Service Specialist. Mr. Collins seconded the motion. On vote, the motion carried.

Ms. Baker addressed **Request per Planning Division to Amend Classification Specification: GIS Manager**. Ms. Lawson stated the position of GIS Manager was moved from Utility Services to the Planning Division in the 2023-2024 Major Budget Amendment. The purpose of the request for

the amendment of the classification specification is to add the duties associated with the Planning Division, and to remove duties associated with the Utilities Division. There will be no change to the pay or grade for GIS Manager. Civil Service concurs with the proposed amendments.

Ms. Blaisdell moved to amend the classification specification for GIS Manager, Planning. Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed agenda item **Public Hearing on Proposed Changes to the Alexandria Civil Service Rules and Regulations**. Ms. Baker asked that the agenda item be tabled at this time. Mr. Collins moved to table the agenda item. Ms. Blaisdell seconded. On vote, motion carried.

Ms. Baker addressed agenda item **Public Hearing on Proposed Pay Plan**. Ms. Lawson stated several options have been reviewed to address the pay plan overall. In working with Finance and receiving feedback, we have more work to do to develop a long- term sustainable solution to the pay plan. Presented today is the interim pay plan being proposed for the upcoming fiscal year 2024-2025. The plan will increase the current structure minimum, midpoint, and maximum by 4.25 percent. The hope is that this will help with attracting potential employees. The work will continue on a long- term solution. This is what we can afford right now. Commissioners received one correspondence with regard to public comment. After discussion, Ms. Harris addressed questions regarding the structure being adopted. She stated at this time, this is the best plan that we can fund and sustain.

Mr. Harvey inquired whether employees have had the opportunity to express their concerns. Ms. Lawson stated it was properly noticed. Ms. Antoon confirmed that according to statutes, proper guidelines were followed. Ms. Lawson stated the plan presented is what was approved according to finance. Employees were provided the general circular explaining what is taking place with the pay plan. Ms. Harris stated what is being presented will not negatively affect any employee. Ms. Antoon stated the correspondence received deals more with merit based rather than the pay plan. Ms. Candice Saucier made a comment that there is no method to receive a merit increase. Ms. Harris addressed Ms. Saucier's comment, stating currently this is being addressed, and we are working on putting measures in place to address this. This will take some time, however we are aware that this needs to be addressed. Ms. Blaisdell moved to adopt the proposed pay plan. Mr. Collins seconded. There was no objection to the motion. Upon vote, motion carried unanimously.

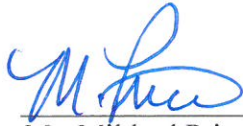
Ms. Lawson presented the **Director's Report**. Ms. Lawson stated Civil Service received a new appeal. She stated she would be working with Ms. Price, Counsel and parties involved to schedule the appeal. Ms. Lawson announced April 30, 2024 would be her last day serving as Civil Service Director. She stated she is committed to making sure the transition will be smooth. She stated it has been an honor and pleasure working with Commissioners and thanking the Administration and Ms. Harris. Ms. Lawson stated the Civil Service team works day in and day out to improve and meeting the needs of our departments and divisions. She stated she has total confidence in the team, and has enjoyed working with the City. She stated it is the people that make the City of Alexandria special. They are a dedicated group of public servants that do their best for our citizens and our community. Ms. Lawson stated it has been an honor to serve. Ms. Baker thanked Ms.

Lawson for her service. Ms. Baker stated she commends the staff and it is a pleasure to work with Civil Service at this point.

Ms. Baker stated the personnel committee is ready to advertise since the notice has been received. Ms. Baker asked about the process of advertising. After discussion, Mr. Collins recommended that the position be advertised internally. All commissioners agreed. Ms. Baker advised Ms. Lawson to proceed with advertising for Director of Civil Service to employees only.

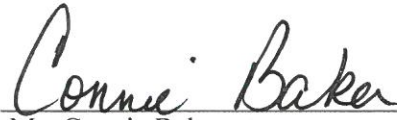
There was no discussion under the **New Business (No action will be taken)** agenda item.

The Commission adjourned at 5:30 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



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Ms. Mildred Price  
Director of Civil Service



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Ms. Connie Baker  
Chairman