

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
August 20, 2025, 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: Mr. Donald Collins, 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; Ms. Toria Banks, Examination Analyst; and Ms. Cherrymae Fontenot, Examination Analyst. Also present was Mr. Stacy Auzenne, serving as Counsel for the Commission.

Ms. Baker 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.

Ms. Baker addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on July 16, 2025**. Mr. Collins moved to approve the minutes as presented, and Mr. Lafleur seconded. On vote, the motion carried unanimously without opposition.

Ms. Price reported on **filling vacant positions in the classified Civil Service**. As of July 31, 2025, there were 60 personnel requisitions in the Civil Service Department. Civil Service received 235 applications and transmitted 41 certified eligibility lists to Human Resources during the month of July. There were 23 personnel requisitions closed.

Ms. Fontenot reported on **the Human Resources report**. The Mayor selected twenty-three (23) candidates in July, which included twenty (20) new hires and three (3) promotions. Two (2) candidates declined employment offers during July 2025.

Ms. Price presented the **Report on Special Assignments of classified employees for July**. Ms. Price stated there is a request to extend one special assignment. Ms. Blaisdell moved to extend one (1) special assignment for ninety days. Mr. Harvey seconded the motion. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item, **Public Hearing on Proposed Changes to the Alexandria Civil Service Rules and Regulations**. Ms. Price stated the General Circular with the proposed rule changes and notice of the public hearing scheduled for today was sent out to all COA employees on July 25, 2025 in accordance with RULE II § 5:B.

VI § 12 Pay Upon Job Correction or Grade Assignment. Ms. Price stated the proposed changes would include specifying that employees shall not be paid below the salary range minimum. She stated the addition to this rule also includes that an employee's pay shall not change if the position is job corrected in a lower grade or lower grade minimum. Mr. Harvey moved to accept the proposed rule. Ms. Blaisdell seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

VI § 17 Promotion Rate. Ms. Price stated that, considering our retirements and increased vacancies in the mid-level classifications and supervisor positions, the new rule is proposed to incentivize

internal promotions of current employees. Ms. Price stated that one (1) grade promotion will result in a 7 percent increase. A two (2) grade promotion will result in a 10.5 percent increase. A three (3) grade or higher will result in a 14 percent increase or the minimum of the new grade, whichever is higher. Mr. Lafleur moved to accept the proposed rule. Mr. Collins seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

XI§ 4 Civil, Emergency, or Special Leave. Ms. Price stated the proposed rule would clarify that current employees will be given time off without loss of pay when taking a Civil Service examination on a regular work day. Mr. Collins moved to accept the proposed rule. Mr. Lafleur seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

XI § 8. Funeral Leave. Ms. Price stated the proposed rule includes the addition of how cremations should be addressed regarding documentation. This would align with the same procedures and documentation required for a funeral or funeral services. Mr. Collins moved to accept the proposed rule. Mr. Lafleur seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

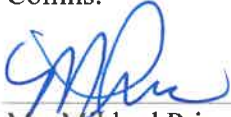
XII § 1 Maintaining Standards of Service. Ms. Price stated that the proposed rule will align with the amendment of rule VII § 2 that was updated previously. It reflects that an employee is eligible for rehire after two years instead of five years. Ms. Blaisdell moved to accept the proposed rule. Mr. Lafleur seconded the motion. There was no public comment. On vote, the motion carried unanimously without opposition.

Ms. Price presented the **Director's Report**. Ms. Price provided an update on the recruitment efforts of the Civil Service department. She also spoke about the City of Alexandria's participation in the summer WEE Camp (Workplace Experience Exchange), held onsite for teachers across central Louisiana. The Civil Service department, Transit, Motor Pool, and Public Works leadership staff participated in the event. Civil Service will be participating in the "Bridging the Gap Veterans Employment and Resource fair on August 27, 2025. She stated Civil Service has begun meeting with departments in the Utilities Division to discuss classifications and ways to reskill, as well as provide increased efficiency, and provide career progression within the departments. Ms. Price stated we have to look at our workforce differently and find ways to develop the talent we need from within to ensure we are providing services to our citizens and meeting the needs of our evolving communities. She said Ms. Harris has been a part of this process as well. Ms. Price stated that turnover is not always a result of pay; there are other reasons that turnover can be impactful, and evaluations of current classifications are vital. Ms. Price provided an update on several positions that have been filled, including the Veterinarian, Zoo Director, and Assistant Zoo Director.

Ms. Price reminded the Commissioners about the annual training that is due by December 31, 2025. Ms. Price stated Ms. Baker has served the Commission for the past 12 years, and we are thankful for her service to the City of Alexandria and the Civil Service Commission. She stated a new appointee has been requested. She thanked Ms. Baker for agreeing to serve until her replacement has been confirmed.

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

The Commission adjourned at 5:20 p.m. following a motion by Mr. Lafleur and seconded by Mr. Collins.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Chairman