

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
September 2, 2020 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:33 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, and Mr. Charles Harvey. Mr. Michael Brewer was absent. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources; Mr. Charles Jones, Assistant Director of Human Resources; Mr. Stacy Auzenne, Conflict Counsel for the Commission; and Mr. Joshua Dara, Counsel for the Appointing Authority.

Chair Torbett 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.

**Mr. Torbett was sworn in** by Mr. Auzenne.

The nomination of the **2020-2021 Commission Chairman and Vice-Chairman** was conducted. Mr. Harvey moved to re-elect Mr. Torbett as the Chairman, and Ms. Baker seconded. All were in favor, and the motion passed. Mr. Harvey made a motion to re-elect Ms. Baker as the Vice-Chairman, and Mr. Torbett seconded. All were in favor, and the motion passed.

Mr. Torbett presented the **minutes of regular meeting held August 19, 2020** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Baker. On vote, the motion carried.

Ms. Lawson and Ms. Monza Williams, Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Lawson stated the report covered the month of August 2020. She reported for August the Civil Service Department was processing 53 personnel requisitions and 36 certified lists were in Human Resources, with an average turnaround of 28.38 days. She stated the Commission may see an increase in the number of days to forward a certification list to Human Resources. Due to Covid-19, testing is spread over more days to allow applicants to social distance and for cleaning between examinations. There was one additional certification requested, and twenty-one (21) personnel requisitions were closed. Ms. Williams reported 21 candidates were selected by the Mayor in August 2020, which included fourteen (14) new hires, six (6) promotions, and one (1) transfer. No candidates declined employment offers.

Mr. Torbett addressed agenda item **Report on Special Assignments of Classified Employees**. Ms. Lawson asked the Commission to extend for 90 days seven (7) special assignments set to expire prior to the October meeting. Ms. Lawson noted that of the 16 special assignments included on the report, four (4) positions currently have certification lists in Human Resources, Civil Service was advertising or testing for four (4) positions, and one (1) special assignment would end on Friday, September 4, 2020. Mr. Harvey made a motion to extend the seven (7) employees' special assignments 90 days, and the motion was

seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per Civil Service to Amend Class Specifications**. Ms. Lawson stated Civil Service recommended revising the class specification Director, Civil Service to bring it in line with the revisions to Rule III – Duties of the Director adopted by the Commission in June 2020. Ms. Baker made a motion to approve the proposed amendment to the class specification for Director, Civil Service, and Mr. Harvey seconded. On vote, the motion carried.

Mr. Torbett addressed agenda item **Consider Adoption of the Following Civil Service Rules and Any Amendments Recommended by the Commission**. He noted the proposed revisions were introduced during the August 2020 regular meeting and the Commission was considering approval after public notice. Ms. Baker asked whether Commission could approve the proposed revisions at this time due to the rescheduling of the September regular meeting. Ms. Lawson stated that Deirdre Fuller, counsel for the Commission, opined adoption of the rules could be included on the September regular meeting agenda.

A motion to adopt the proposed revisions to Rule VI § 23.2 – Holiday Pay was made by Mr. Harvey, and Ms. Baker seconded. On vote, the motion carried.

A motion to adopt the proposed addition of Rule VI § 23.5 – Holiday Pay was made by Mr. Harvey, and Ms. Baker seconded. On vote, the motion carried.

A motion to adopt the proposed revisions to Rule VII § 1.1 – Public Announcements, Applications, and Deadlines was made by Ms. Baker, and Mr. Harvey seconded. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Appointing Authority for the approval of the Commission to suspend Vern Breland, Assistant Superintendent, Water, without pay**. Mr. Torbett announced that Commissioner Michael Brewer recused himself from consideration of the Appointing Authority's request to suspend Mr. Breland without pay.

Mr. Dara presented the Appointing Authority's request. He noted Mr. Breland was provided notice of the Appointing Authority's request and was not in attendance. Mr. Harvey questioned who provided Mr. Beland notice of the request and Commission meeting. Ms. Lawson stated the Civil Service provided notice on behalf of the Commission as provided in Rule XII § 1.4.

Ms. Baker made a motion to approve the Appointing Authority's request to suspend Vern Breland without pay, and Mr. Harvey seconded. Mr. Dara requested a roll call vote. A roll call vote was unanimous in favor of the motion. Motion passed.

Ms. Lawson presented the **Director's Report**. Ms. Lawson recognized and thanked the classified service for its hard work preparing for and responding to Hurricane Laura. She stated that she continued to be in contact with Louisiana College regarding its nomination to the Commission. She stated there is another appeal pending. Ms. Lawson and the parties have been in discussion

regarding the date of the hearing and desire to have a full Commission available to hear the appeal. Ms. Lawson stated Civil Service was still working with the Administration to present information about the compression market adjustment to the Electric Distribution Department.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Mr. Torbett adjourned at 4:58 p.m., following a motion to do so by Ms. Baker and a second by Mr. Harvey; on vote, the motion carried.



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Ms. Leisa Lawson  
Director of Civil Service



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Mr. Lindsey Torbett, Chair