

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
June 17, 2020 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Mr. Charles Harvey and Dr. Henry Robertson. Absent was Mr. Michael Brewer. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Candice Saucier, Assistant 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; Ms. Deirdre Fuller, Counsel for the Commission; Steven Chark; and Reddex Washington.

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 welcomed the new Director of Civil Service.

Mr. Torbett presented the **minutes of regular meeting held May 20, 2020** for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Dr. Robertson. On vote, the motion carried.

Ms. Saucier and Ms. Monza Williams, Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Saucier stated the report covered the month of May, 2020. She reported for May the Civil Service Department was processing 45 personnel requisitions and 25 certified lists were in Human Resources, with an average turnaround of 34.6 days. The time to process personnel requisitions reflects the suspension of operations, including in-person testing, in mid-March due to COVID-19. No additional certifications had been requested, and five (5) personnel requisitions were closed. Ms. Williams reported seven candidates were selected by the Mayor in May 2020, which included three (3) new hires and four (4) promotions. No candidates declined employment offers.

Mr. Torbett addressed agenda item **Request to Extend Six Classified Employee's Special Assignments**. Ms. Saucier asked the Commission to extend for 90 days six (6) special assignments set to expire prior to the July meeting. Ms. Saucier explained the special assignment list is longer than it usually is due to the suspension of the operations in mid-March. She stated several of the positions shown on the special assignment reports would have appointments made in the next few weeks. Dr. Robertson made a motion to extend the six employees' special assignments 90 days and motion was seconded by Ms. Baker. 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 May 2020 regular meeting and the Commission was considering approval after public notice.

A motion to adopt the proposed revisions to **Rule III § 1.7 Duties of the Director** was made by Ms. Baker; seconded by Mr. Harvey. On vote, the motion carried.

A motion to adopt the proposed revisions to **Rule VII § 4.4A Examinations and Employment Lists Preferences: Veterans'** was made by Ms. Baker and seconded by Dr. Robertson. On vote, the motion carried.

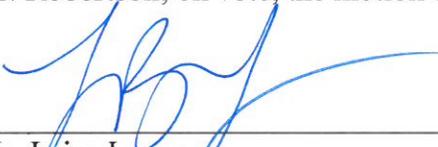
Mr. Torbett addressed agenda item **Set Date for Appeal of Larry Franklin III**. Ms. Lawson advised counsel for both parties and conflict counsel are available for the July meeting date. Dr. Robertson stated he would be out of town on the July regular meeting date. The Commission members stated they would be available on July 22, 2020. A motion to reschedule the July 2020 regular meeting July 22, 2020, at 4:00 p.m., contingent on the availability of all Commission members, conflict counsel, and counsel for both parties was made by Dr. Robertson and seconded by Mr. Harvey. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. Ms. Lawson thanked the Commission for the opportunity to serve as Director. She recognized the hard work of Ms. Price and Ms. Saucier during the period that the Civil Service Department was without an appointed Director or Assistant Director.

Ms. Lawson provided an update on the Electric Distribution Department's complaint related to the Compression Market Adjustment. She stated that Ms. Saucier was working on a presentation to the Electric Distribution Department to explain the purpose of the market adjustment and how it differs from an across-the-board.

Ms. Lawson noted Mr. Torbett's and Dr. Robertson's terms would expire August 15, 2020. She stated letters requesting nominations would be sent to the nominating authorities within the next month. There was discussion and encouragement from Counsel and other Commission members for them to consider accepting re-appointment. Ms. Baker stated during these challenging times the Commission needed consistency.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Mr. Torbett adjourned at 4:53 p.m., following a motion to do so by Ms. Baker and a second by Dr. Robertson; on vote, the motion carried.



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Ms. Leisa Lawson  
Director of Civil Service



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Mr. Lindsey Torbett, Chair