

**Minutes of the Regular Monthly Meeting of the  
Alexandria Civil Service Commission  
February 19, 2020 at 4:30 p.m.  
City Council Chambers, 1<sup>st</sup> Floor City Hall  
915 3<sup>rd</sup> Street, Alexandria, LA 71301**

The meeting was called to order by Vice-Chair Connie Baker at 4:32 p.m. A moment of silence was observed and the Pledge of Allegiance recited. In attendance were Commissioners: Ms. Connie Baker, Mr. Charles Harvey and Dr. Henry Robertson. Absent: Mr. Lindsey Torbett and Mr. Michael Brewer. A quorum was present. Staff members present were: Ms. Candice Saucier, Assistant Director of Civil Service, and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources; Charles Jones, Assistant Director of Human Resources; Mr. Glenn Cortello, Attorney; and Ms. Misty Antoon, Interim Counsel for the Commission.

Vice-Chair 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 the previous regular meeting** held January 15, 2020 for approval. A motion to approve the minutes was made by Dr. Robertson, seconded by Mr. Harvey. 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 this report covered the month of January. She reported the Civil Service Department was processing 34 personnel requisitions and provided 29 certified lists to Human Resources, with an average turnaround of 23.57 days. No additional certifications had been requested, and seven personnel requisitions were closed. Ms. Saucier reported there were two class specs revised in January and one in February to date, with additional classification actions in process. Ms. Williams reported nine candidates were selected by the Mayor in January, which included seven new hires and two promotions. No candidates declined employment offers.

Ms. Baker addressed agenda item **Request to Extend Three Classified Employee's Special Assignments**. Ms. Saucier asked the Commission to extend for 90 days three special assignments which were set to expire before the next scheduled meeting. Dr. Robertson made a motion to extend the three employees' special assignments 90 days and motion was seconded by Mr. Harvey. On vote, the motion carried.

Ms. Baker addressed agenda item **Schedule Hearing Date for Appeal of Larry Franklin**. Ms. Saucier stated Mr. Torbett requested she contact the attorneys for their availability for a regularly scheduled meeting to hear the appeal. Mr. Glenn Cortello, Appellant's Attorney; Mr. Dan Broussard, Assistant City Attorney; and Mr. Stacy Auzenne, Conflict Counsel for the Commission, were all available April 15, 2020. Motion to set the hearing for the appeal of Larry Franklin for April 15, 2020 was made by Dr. Robertson, seconded by Mr. Harvey; motion carried. Ms. Baker requested Ms. Saucier confirm Mr. Torbett's and Mr. Brewer's availability for that date.

Ms. Baker reported on the **Personnel Committee's Search for a Director**. She reported there were 33 applicants, two withdrew, 22 did not meet minimum qualifications, nine selected for interview, one of whom withdrew, and eight interviewed with the Personnel Committee. Dr. Robertson stated they spent over 10 hours in screening and interviewing candidates and thanked Ms. Monza Williams for participating in the interviews. Ms. Baker stated there were two finalists to bring to the Commission for interviews. She requested scheduling interviews for March 18, 2020 at 4:00 pm.

Ms. Saucier presented the **Director's Report**. She reported the Rules Sub-Committee met January 23, 2020 and February 11, 2020. There was a proposed rule revision; however, Ms. Fuller recommended some proposed related revisions should be considered by the entire Rules Sub-Committee first. Ms. Saucier reported Civil Service participated in university career fairs at LSU in Baton Rouge and Louisiana Tech in Ruston in recruiting for professional postings. Dr. Robertson commented that was an excellent method to recruit for these positions.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Ms. Baker adjourned at 4:42 p.m., following a motion to do so by Dr. Robertson and a second by Mr. Harvey; on vote, the motion carried.



Ms. Candice Saucier  
Civil Service Assistant Director



Ms. Connie Baker, Vice-Chair