

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
April 20, 2022 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:28 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Connie Baker, Ms. Terri Blaisdell, Mr. Donald Collins, 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, Ms. Deirdre Fuller, 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 March 16, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Harvey, seconded by Mr. Collins. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of March 30, 2022, there were 60 personnel requisitions in the Civil Service Department and 34 certified eligibility lists in Human Resources, with an average time of 25 days to forward a list to Human Resources. There were five (5) requests to expand certified eligibility lists, and 18 personnel requisitions were closed during the month of March 2022.

Ms. Williams reported 19 candidates were selected by the Mayor in March 2022, which included nine (9) new hires and 10 promotions. Three (3) candidates declined employment offers during the month of March 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there was a request to extend one (1) special assignment for a period of 90 days. Mr. Harvey moved to extend the special assignment for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Lawson presented the **Request per Department to Amend Classification Specifications**.

The Zoo Director requested the classification specification for **Trades Worker, Zoo** be amended to remove the necessary special requirement that "Zoo Department will be required to obtain a valid State of Louisiana Class D driver's license within one (1) month of hire." The amendment was requested because the position's duties do not include operating any vehicle requiring a Class D license. The Interim Director of Public Works and Appointing Authority concur with the requested amendment. Ms. Blaisdell moved to amend the classification specification for Trades Worker, Zoo as presented; Mr. Collins seconded. On vote, the motion carried.

The Interim Superintendent, Motor Pool requested the classification specification for **Supervisor, Fleet Maintenance** be amended to allow positions in the Motor Pool Department five (5) months

to obtain the required valid State of Louisiana Class B commercial driver's license. The requested amendment would not alter the requirement that positions in the Transit Department possess a valid Class B commercial driver's license at the time of appointment. The Interim Director of Public Works and Appointing Authority concur with the requested amendment. Mr. Harvey moved to amend the classification specification for Supervisor, Fleet Maintenance as presented; Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Consider for Introduction the Following Proposed Amendments to the Civil Service Rules.**

Ms. Lawson presented proposed **Rule VII § 8 – Exemption for Testing.** She explained that the Administration had met with a representative of the United States Army regarding the Partnership for Youth Success (PaYS) program regarding career opportunities for soldiers transitioning from active duty. Ms. Lawson stated proposed rule was modeled on Louisiana State Civil Service Rule 22.8, which was included in the commissioners' packets. Mr. Harvey moved to table the agenda item; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Fuller presented proposed **Rule XI § 7.1 – Holidays.** She stated that she drafted language to add Juneteenth to the list of holidays in the Alexandria Civil Service Rules and Regulations. She further stated that she had attended the April 19, 2022 meeting of the Alexandria City Council and that the Council had adopted a resolution recognizing the Commission's desire to add Juneteenth as a holiday. Mr. Harvey moved to introduce the proposed amendment to Rule XI § 7.1 – Holidays; Ms. Blaisdell seconded; motion carried.

Ms. Fuller suggested that the Commission adopt a resolution recognizing the Juneteenth resolution of the Alexandria City Council. The Commission unanimously voted to amend the agenda to add **Consideration of a Resolution Recognizing the Alexandria City Council's Resolution Regarding Juneteenth.**

Ms. Baker addressed agenda item, **Consideration of a Resolution Recognizing the Alexandria City Council's Resolution Regarding Juneteenth.** Ms. Blaisdell moved to adopt a resolution recognizing the Alexandria City Council's resolution regarding Juneteenth. Mr. Collins seconded. On vote, the motion carried.

Ms. Price presented the **Report Regarding Recruiting Activities.** She provided a report of the job fairs attended by Civil Service since the beginning of 2022. The department participated in job fairs at LSU in Baton Rouge, Louisiana Tech University in Ruston, the University of Louisiana at Lafayette, the City of Alexandria – Employees Only Job Fair, the Central Louisiana-SHRM job fair, Rapides Parish School Board Job Fair, Fort Polk Job Fair, and the City of Alexandria Public Works Division's Safety Fair. She provided a detailed summary of each event. Ms. Price also thanked the Commission for their efforts with amendments of rules and classification specifications to help in recruitment and retention of staff.

Ms. Lawson presented the **Director's Report**. She thanked the Administration and the City Council for their work to adopt a 2022-23 fiscal year budget which included a 10% across-the-board for the classified service. Ms. Lawson provided an update on the classification and compensation study. She noted that Segal had provided a draft classification structure for review.

Ms. Lawson reported the City Council introduced the ordinance authorizing the Mayor to enter into a contract with NEOGOV for online applicant tracking services at the Council's April 19, 2022 meeting.

She informed the Commission that there are two (2) pending appeals. She stated that counsel are holding the Commission's July 20, 2022 regular meeting date, pending the Commission's availability.

Ms. Lawson stated the employee representative election is scheduled for Wednesday, August 3, 2022, as required by the Civil Service Rules. The Civil Service Department has reserved two (2) voting machines for the election. She also reminded the Commission of their prohibition on political activity as Commissioners.

Ms. Baker noted the regular meeting of the Commission scheduled for May 18, 2022 would begin at 3:00 p.m. to allow time to hear an appeal. Public comment was heard from Ms. Candice Saucier. Ms. Saucier requested the Commission amend the agenda to add an item setting her appeals for hearing.

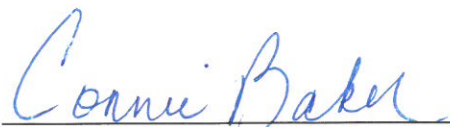
The Commission unanimously voted to amend the agenda to add **Set Appeal Hearing of Candice Saucier (Docket Nos. 2021-03, 2022-02)**.

Ms. Baker addressed agenda item **Set Appeal Hearing of Candice Saucier (Docket Nos. 2021-03, 2022-02)**. Mr. Collins moved to set the appeals of Candice Saucier, Docket Nos. 2021-03, 2022-02, for hearing on May 18, 2022, at 3:00 p.m. Mr. Harvey seconded. On vote, the motion carried.

Under the **New Business (No action will be taken)** agenda item, Mr. Harvey requested that the agenda for the May 18, 2022 regular meeting include discussion of the requirement for annual evaluation of the Director of Civil Service under Act No. 295 of the 2011 Regular Session of the Louisiana Legislature.

Ms. Baker adjourned at 5:45 p.m., following a motion to do so by Mr. Collins and a second by Ms. Blaisdell; on vote, the motion carried.

  
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Ms. Leisa Lawson  
Director of Civil Service

  
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Ms. Connie Baker  
Chairman