

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
July 22, 2020 at 4:00 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:05 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Mr. Charles Harvey, Dr. Henry Robertson, and 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; and Ms. Deirdre Fuller, Counsel for the Commission.

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.

Chair Torbett noted there had been a tentative settlement in the **Appeal of Larry Franklin, III (Docket No. 2020-01)** and the Commission would not hear that appeal during the meeting.

Mr. Torbett presented the **minutes of regular meeting held June 17, 2020** for approval. Ms. Lawson noted that in the second-to-last line of the "Request to Extend Six Classified Employees' Special Assignments" that the word "three" should read "six". A motion to approve the minutes as corrected 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 June 2020. She reported for May the Civil Service Department was processing 31 personnel requisitions and 41 certified lists were in Human Resources, with an average turnaround of 26.93 days. She noted that processing personnel requisitions was beginning to pick back up following the slowdown during the spring due to COVID-19. Four additional certifications had been requested, and 15 personnel requisitions were closed. Ms. Williams reported 18 candidates were selected by the Mayor in June 2020, which included nine (9) new hires, four (4) promotions, four (4) provisional appointments, and one (1) voluntary demotion. No candidates declined employment offers.

Mr. Torbett addressed agenda item **Request to Extend Five Classified Employee's Special Assignments**. Ms. Lawson asked the Commission to extend for 90 days five (5) special assignments set to expire prior to the August meeting. Ms. Lawson noted the number of special assignments was beginning to decrease now that advertising and testing had resumed. She stated several of the positions shown on the special assignment reports would have appointments made over the next month. Mr. Harvey made a motion to extend the five (5) employees' special assignments 90 days, and the motion was seconded by Ms. Baker. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. Ms. Lawson noted there was an appeal filed earlier this month and that she is asking the Commission and counsel parties to the appeal to check their availability for the September 2020 regular meeting.

Ms. Lawson stated counsel to the Appeal of Larry Franklin, III requested that the hearing be continued while the conditions of settlement were finalized.

Ms. Lawson provided an update on Covid-19 and examination procedures. She noted an applicant was recently quarantined on the date he was scheduled to test. Civil Service is working on a policy that allows an applicant who is Covid-19 positive or self-isolating due to exposure to test while working with the Appointing Authority to address its needs.

Ms. Lawson provided an update on the Electric Distribution Department's complaint related to the Compression Market Adjustment. She stated that Civil Service had not yet had an opportunity to meet with Electric Distribution regarding the market adjustment.

Ms. Lawson stated Civil Service was working with the Administration to address an employee who met with Ms. Lawson and Ms. Saucier regarding the employee's concern that his duties had changed and his position was no longer properly allocated. Civil Service is working to provide an initial determination to the Administration.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Mr. Torbett adjourned at 4:17 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