

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
April 19, 2023 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Donald Collins, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; and Ms. Toria Banks, Examination Analyst. Also present were: Ms. Lisa Harris, Director of Human Resources; and Ms. Misty Antoon, 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, 2023** for approval. Mr. Collins moved to approve the minutes as presented, and Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Lawson and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of March 31, 2023, there were 58 personnel requisitions in the Civil Service Department. Civil Service received 194 applications and transmitted 12 certified eligibility lists to Human Resources during the month of February 2023. Thirteen personnel requisitions were closed during the month of February 2023.

Ms. Harris reported 13 candidates were selected by the Mayor in March 2023, which included six (6) new hires, four (4) promotions, two (2) transfers, and one (1) demotion. One candidate declined an employment offer during the month of March 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**.

Ms. Antoon presented the **Commission Training Program**. Ms. Baker thanked Ms. Antoon for the presentation.

Ms. Baker addressed the **Request per Rule V § 7 to Reallocate Assistant Director, Human Resources to Human Resources Specialist, Human Resources**. Ms. Harris stated the change would not result in loss of pay, demotion, or other adverse action to the employee currently in the position. Mr. Harvey moved to reallocate Assistant Director, Human Resources to Human Resources Specialist, and Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed the **Request per Administration and Civil Service to Advertise and Hire Above the Minimum: Superintendent, Water Operations; Assistant Manager, Customer Service; Transit Operator, Transit; and Zoo Keeper I, Zoo**. Ms. Lawson stated these positions have been advertised for some time period without attracting qualified applicants.

Mr. Collins moved to advertise and hire Superintendent, Water Operations from the minimum to the maximum of the pay range, contingent on the applicant's qualifications. Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Collins moved to advertise and hire Assistant Manager, Customer Service from the minimum to the maximum of the pay range, contingent on the applicant's qualifications. Ms. Blaisdell seconded. On vote, the motion carried.

Mr. Harvey moved to advertise and hire Transit Operator, Transit from the minimum to the midpoint of the pay range. Mr. Collins seconded. On vote, the motion carried.

Mr. Brewer moved to advertise and hire Zoo Keeper I, Zoo from the minimum to the midpoint of the pay range. Mr. Collins seconded. On vote, the motion carried.

Public Hearing was held to **Consider for Adoption the Following Proposed Amendment to the Civil Service Rules: Rule XII § 1.5 – Non-Disciplinary Removal**. Following public hearing, Mr. Brewer moved to adopt the proposed amendment to Rule XII § 1.5 – Non-disciplinary removals as presented; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Baker addressed agenda item **Consider for Introduction the Following Proposed Amendments to the Civil Service Rules: Rule II – Organization, Rules, Procedures, and Duties of Commission; Rule VI § 5 – Rate of Pay Upon Demotion; and Rule VII § 2.2 - Applicants**. Ms. Lawson noted the proposed amendments are for introduction only, with final adoption to be considered at the April regular meeting of the Commission. Mr. Collins moved to introduce the proposed amendments Rule II – Organization, Rules, Procedures, and Duties of Commission; Rule VI § 5 – Rate of Pay Upon Demotion; and Rule VII § 2.2 - Applicants. Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Blaisdell moved to table agenda item, **Set Appeal of Thaddius Morris, Civil Service Docket No. 2023-01**. Mr. Harvey seconded. On vote, the motion carried.

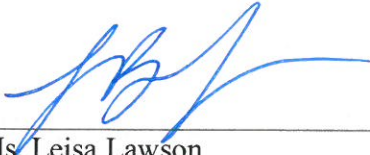
Ms. Baker requested a **Motion to Recess for Executive Session to Discuss *Charles W. Armand, et al v. City of Alexandria and the Alexandria Civil Service Commission*, Docket No. 174,473, 9th Judicial District Court, Rapides Parish**. Mr. Harvey recused himself. Mr. Brewer moved to recess to executive session, and Mr. Collins seconded. On roll call vote with Mr. Harvey recused, the motion carried.

Ms. Blaisdell moved to exit executive session, and Mr. Collins seconded. On roll call vote with Mr. Harvey recused, the motion carried.

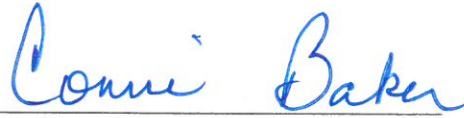
Ms. Lawson presented the **Director's Report**. She discussed recruiting efforts. She also stated the new Examination Analyst would start on Monday, April 24, 2023.

There was no discussion under the **New Business (No action will be taken)** agenda item.

The Commission adjourned at 6:45 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.

A handwritten signature in blue ink, appearing to be 'L. Lawson', written over a horizontal line.

Ms. Leisa Lawson
Director of Civil Service

A handwritten signature in blue ink, reading 'Connie Baker', written over a horizontal line.

Ms. Connie Baker
Chairman