

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
August 17, 2022 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; Ms. Candice Saucier, Compensation Analyst; Ms. Toria Banks, Examination Analyst, and Ms. LaKisha Dotson Valentine, Personnel Technician. Also present were: Ms. Monza Williams, Director of Human Resources, and 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. Fuller swore in Mr. Harvey.

Ms. Baker presented the **minutes of regular meeting held July 20, 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 July 31, 2022, there were 62 personnel requisitions in the Civil Service Department and 50 certified eligibility lists in Human Resources, with an average time of 25.2 days to forward a list to Human Resources. There were no requests to expand certified eligibility lists, and 10 personnel requisitions were closed during the month of July 2022.

Ms. Williams reported 12 candidates were selected by the Mayor in July 2022, which included three (3) new hires, seven (7) promotions, and two (2) provisional appointments. Two (2) candidates declined an employment offer during the month of July 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were 15 special assignments in effect during the month of July 2022, which included five (5) special assignments that had ended due to the employees' promotions to the position to which they were specially assigned. The Appointing Authority requested to extend four (4) special assignments 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, Administration, and Civil Service to Amend Classification Specifications for Equipment Operator I, Sanitation and Equipment Operator III, Sanitation**. Civil Service received a request from the Public Works Division to develop a career ladder in the Sanitation Department. The proposed career ladder would create a

logical progression from Refuse Collector through Crew Supervisor with respect to required licensures and responsibilities.

Mr. Oscar Howard, Assistant Director of Public Works, stated the proposed career ladder would provide an opportunity for Refuse Collectors to advance. It would also create a logical order with respect to the driver's license requirements for Equipment Operator I, Equipment Operator II, and Equipment Operator III. He reported that the Sanitation Department has eight (8) budgeted Equipment Operator I positions and that only one (1) position was filled. Mr. Howard also stated that he expected the proposed amendments to help with retention throughout the Sanitation Department.

The proposed amendment to the Equipment Operator I classification specification would remove those duties requiring a commercial driver's license. The proposed amendment to the Equipment Operator III classification specification would add those duties involving operation of the knuckle-boom truck.

The Commission thanked the Sanitation Department and the Public Works Division for the work they do. Ms. Washington and Ms. Lawson recognized Mr. Howard for his efforts to develop the commercial driver's license training program and proposed career ladder.

Mr. Harvey moved to amend the classification specification for Equipment Operator I, Sanitation as presented; Mr. Collins seconded. On vote, the motion carried.

Mr. Brewer moved to amend the classification specification for Equipment Operator III, Sanitation as presented; Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed the agenda item **Set Appeals of Candice Saucier (Docket Nos. 2021-03, 2022-02)**. Ms. Lawson reminded the Commission that she recused herself from Ms. Saucier's appeals. Ms. Lawson stated that the agenda item was included following the new business discussed at the July 2022 regular meeting.

Mr. Brewer reported that he understood from conflict counsel, Mr. Stacy Auzenne, that the Appointing Authority had filed pre-appeal motions and requested that the Commission hear the motions prior to setting the appeal for hearing. Mr. Brewer stated that his preference would be to handle the motions and appeals at a single meeting.

Ms. Saucier reported that her attorney thought the motions and both appeals could be heard at one time. She stated that the appeal process had created financial and other hardships for her; however, she did not have her attorney's availability for the appeal hearing prior to the September meeting date. Ms. Saucier requested the appeals be set for the September 2022 regular meeting and, if the attorneys were available, the appeals be set for an earlier date.

Ms. Blaisdell moved to set the appeals of Candice Saucier (Docket Nos. 2021-03, 2022-02) be set for September 21, 2022; Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker provided the **Report from the Performance Evaluation Sub-Committee**. She stated each Commissioner had an opportunity to review the evaluation form and the Commission was ready to recess to executive session.

Ms. Baker requested a **Motion to Recess for Executive Session to Conduct the Annual Performance Evaluation of the Civil Service Director**. Mr. Harvey moved to recess for executive session; Ms. Blaisdell seconded. On roll call vote, the motion carried unanimously.

Mr. Collins moved to exit executive session; Ms. Blaisdell seconded. On roll call vote, the motion carried unanimously.

Ms. Baker reported that the Commission will return to executive session during the October 2022 regular meeting to complete the Director's evaluation.

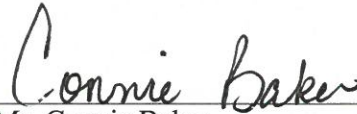
Ms. Lawson presented the **Director's Report**. She introduced Toria Banks, who was recently promoted to Examination Analyst. She provided an update on the NeoGov implementation and the classification and compensation study. She reminded the Commission of the prohibition on political activity.

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

The Commission adjourned at 5:45 p.m. following a motion by Ms. Blaisdell and second by Mr. Brewer.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman