

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
October 21, 2020 at 4:30 p.m.**

The meeting was called to order by Chair Lindsey Torbett at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Examination Analyst; and Ms. Candice Saucier, Assistant Director of Civil Service. Also present were: Mayor Jeff Hall; Ms. Monza Williams, 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.

**Ms. Blaisdell was sworn in** by Ms. Fuller. Mr. Torbett welcomed Ms. Blaisdell to the Commission.

Mr. Torbett presented the **minutes of regular meeting held September 2, 2020** for approval. A motion to approve the minutes 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 September 2020. As of September 30, 2020, there were 51 requisitions in Civil Service Department and 40 certified lists in Human Resources, with an average turnaround of 20.94 days. There were two requests to expand certified lists, and 18 personnel requisitions were closed. Ms. Williams reported 19 candidates were selected by the Mayor in August 2020, which included 11 new hires, five (5) promotions, one (1) reinstatement, one (1) transfer, and one demotion (1). No candidates declined employment offers.

Mr. Torbett addressed agenda item **Report on Special Assignments of Classified Employees**. Ms. Lawson asked the Commission to extend for 90 days two (2) special assignments set to expire prior to the November meeting. Ms. Lawson noted the report covered the time period from the September 2, 2020 meeting. Of the 19 special assignments included on the report, seven (7) assignments had ended or would end before October 31, 2020. Only three (3) employees included in the report had been specially assigned to a position for a period of more than 12 months. Mr. Harvey made a motion to extend the two (2) employees' special assignments 90 days, and the motion was seconded by Mr. Brewer. On vote, the motion carried.

Mayor Hall presented the **Administration's Request to Engage Consultant to Perform Compensation Study**. Mayor Hall thanked the Commission for approving the compression adjustment implemented this year. He stated it was imperative that compensation be reviewed annually. Mayor Hall noted that compensation had changed in the labor market, and He would like

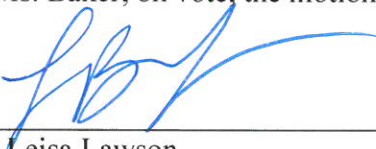
to conduct a compensation study as soon as possible. He stated an employee engagement survey was completed at the beginning of his administration, and employees identified compensation as an issue. It has been over 12 years since a full compensation study was conducted. Mayor Hall stated an assessment of what the City has and needs to do was important and that the City must be competitive with respect to compensation. There was discussion regarding what should be included in the Commission's motion, and Ms. Fuller recommended a motion be made to proceed with moving forward with a compensation study. Mr. Harvey moved to proceed with identifying and engaging a consultant to perform a compensation study, and Mr. Brewer seconded. On vote, the motion carried.

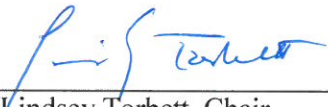
Ms. Lawson presented the **2021 Meeting Schedule** and stated it provided for meetings to be held on the third Wednesday of each month, as stated in the Rules.

Ms. Lawson presented the **Director's Report**. She stated there was another appeal pending. Counsel notified her of their conflict with the November 18, 2020 meeting date. She stated she would contact the Commissioners and counsel regarding their December availability for the appeal hearing. Ms. Lawson reminded the Commission of the prohibition on political activities and that ethics and sexual harassment training must be completed before the end of the year.

Under the **New Business (No action will be taken)** agenda item, Ms. Baker addressed the Director's evaluation. Ms. Baker stated the Commission had previously engaged Dr. Christel Slaughter of SSA Consultants to evaluate the Director and requested that a resolution to engage SSA Consultants be added to the November agenda.

Mr. Torbett adjourned at 5:05 p.m., following a motion to do so by Ms. Blaisdell and a second by Ms. Baker; on vote, the motion carried.

  
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Ms. Leisa Lawson  
Director of Civil Service

  
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Mr. Lindsey Torbett, Chair