

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
May 17, 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; Ms. Toria Banks, Examination Analyst; and Ms. Kimberly Rachal, 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 April 19, 2023** for approval. Ms. Blaisdell moved to approve the minutes as presented, and Mr. Collins seconded. On vote, the motion carried.

Ms. Baker presented the **minutes of special meeting held May 10, 2023** for approval. Mr. Brewer 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 April 30, 2023, there were 67 personnel requisitions in the Civil Service Department. Civil Service received 371 applications and transmitted 24 certified eligibility lists to Human Resources during the month of April 2023. Thirteen personnel requisitions were closed during the month of April 2023.

Ms. Harris reported 13 candidates were selected by the Mayor in April 2023, which included nine (9) new hires, three (3) promotions, and one (1) demotion. No candidates declined employment offers during the month of April 2023.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. The Appointing Authority requested that three (3) special assignments be extended for a period of 90 days. Mr. Harvey moved to extend the special assignments as requested, and Mr. Collins seconded. On vote, the motion carried.

Ms. Harris presented the **Report on the City's Performance Evaluation System**. She noted the current system is ineffective. The intent was to have employees evaluated on their anniversary each year. She discussed evaluation systems used by Louisiana State Civil Service and other public sector employers. The Commission and Ms. Harris discussed efforts to improve the City's performance evaluation system in order to provide meaningful feedback to employees.

Public Hearing was held to **Consider Adoption of 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.** Following public hearing, Mr. Brewer moved to adopt the proposed amendment to Rule II – Organization, Rules, Procedures, and Duties of Commission, as presented; Ms. Blaisdell seconded. On vote, the motion carried.

Following public hearing, Ms. Blaisdell moved to adopt the proposed amendment to VI § 5 – Rate of Pay Upon Demotion, as presented; Mr. Harvey seconded. On vote, the motion carried.

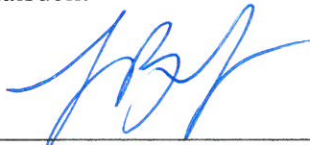
Following public hearing, Mr. Collins moved to adopt the proposed amendment to Rule VII § 2.2 – Applicants, as presented; Ms. Blaisdell seconded. On vote, the motion carried.

Ms. Harvey moved to **Set the Appeal Hearing of Thaddius Morris, Civil Service Docket No. 2023-01**, for Wednesday, July 26, 2023, at 3:00 p.m. Mr. Collins seconded. On vote, the motion carried.

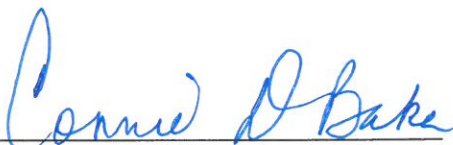
Ms. Lawson presented the **Director’s Report**. Ms. Banks and Ms. Rachal introduced themselves to the Commission. Ms. Lawson discussed upcoming recruiting events and the formation of the pay plan implementation working group.

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

The Commission adjourned at 5:01 p.m., following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman