

**Minutes of the Special Meeting
Alexandria Civil Service Commission
June 4, 2025 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: Mr. Donald Collins, Mr. Paul Lafleur, and Ms. Terri Blaisdell. A quorum was present. Staff members present were: Ms. Mildred Price, Director of Civil Service; Ms. Toria Banks, Examination Analyst; and Ms. Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Ms. Misty Antoon, Counsel for the Commission.

Ms. Baker read a statement regarding the 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 addressed the agenda item, **Request per Rule V § 7 pertaining to the Zoo: A.** Ms. Price stated Civil Service received a request to amend the classification specification for the Zoo Education Associate, Zoo Department, in the Public Works Division. She stated the proposed amendment clarifies the duties of the Zoo Education Associate, assisting in the supervision of animal care, and not the supervision of Zoo Keepers. Ms. Price stated Civil Service concurs with this amendment, and it will not impact the grade of the classification. Ms. Blaisdell moved to amend the proposed classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comment. **B.** Ms. Price stated that Civil Service received a request to review the duties of the Inventory Coordinator classification in the Zoo department, due to the position evolving, and the responsibilities of the position have increased. After review, Civil Service recommends adopting a new classification specification of Zoo Inventory and Supplies Coordinator grade 23. Ms. Price stated that the classification is an independent contributor in administrative and coordinating tasks relating to inventory and supplies in the zoo. This classification is also responsible for compliance with USDA and AZA standards relating to supplies for animal care, food, fleet, and equipment maintenance records of the zoo. Ms. Blaisdell moved to approve adopting the new classification and specification for Zoo Inventory and Supplies Coordinator. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comment. **C.** Ms. Price stated Civil Service recommends reallocating the Zoo Inventory Coordinator to Zoo Inventory and Supplies Coordinator. She said the action has been approved by budget. Mr. Collins moved to reallocate the Zoo Inventory Coordinator to the Zoo Inventory and Supplies Coordinator, Zoo. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comment. **D.** Ms. Price stated that Civil Service received a request to amend the classification specification for Zoo Keeper III. She stated the duties involved a significant amount of oversight of the Zoo Keepers and training in accordance with various regulatory agencies. Ms. Price stated Civil Service recommends reassigning the grade to grade 23. She stated this position in the Zoo is currently vacant, and this action has been approved by budget. Mr. Lafleur moved to approve to reassigning grade 23 to Zoo Keeper III, Zoo. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Ms. Baker addressed agenda item **Request per Rule V § 7, to Adopt a new classification and classification specification, and assign grade: Water Administrative Coordinator.** Ms. Price

stated Civil Service received a request to review the Clerical Specialist classification in the Water Department as the duties of the position have changed as the department has evolved. Upon review, Civil Service recommends adopting a new classification of Water Administrative Coordinator, grade 17. She stated the recommended action is designed to reflect the duties being performed in the classification. The position has evolved to include technical as well as administrative tasks by ensuring accurate records are maintained according to LDH and other regulatory agencies, and coordinating water utility services for customers with the Utility Customer Service department and other departments within the City. A. Ms. Price stated Civil Service recommends reallocating the Clerical Specialist, Water, to the new classification of Water Administrative Coordinator to reflect the actual duties of the position. She stated the proposed action has been approved by budget. Mr. Collins moved to reallocate the Clerical Specialist, Water to Water Administrative Coordinator, grade 17. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition.

Ms. Baker address agenda item **Request from the Administration to Apply Alexandria Civil Service Rule XV and Louisiana State Civil Service Rule 6.16.2 pertaining to Taylor Welch.** Ms. Price stated Civil Service received a request from the Administration to review the additional duties performed to consider compensating Crew Supervisor, Taylor Welch, for the additional duties and to improve resilience in administrative and technical tasks being performed. Civil Service further received a request to apply the Louisiana State Civil Service Rule 6.16.2 to compensate for the additional duties being performed including creating materials for engagement of the community when educating the public on the processes and services provided by the Water Department of the City of Alexandria, and developing training and educational material to enhance the Water Department's team performance. Ms. Price stated Civil Service concurs with the proposed request, and budget has approved the proposed action. Mr. Lafleur moved to grant the request. Mr. Collins seconded. Upon vote, the motion carried unanimously without opposition.

Ms. Baker address agenda item **Request per the Administration, according to Rule VI§ 3, to advertise and hire within the range for Multi Trades Inspector, Construction Development, and Community Development.** Ms. Price stated that Civil Service received a request from the administration to advertise and hire within the range for Construction and Community Development departments. Construction Development has had difficulty attracting applicants for the current vacancy, and Community Development will have a vacancy for the same position soon. The workforce in our area and current market is very competitive in this field of work. Ms. Price stated this would include addressing the career progression group as well. The special entrance rate will be at the midpoint of the current grade. After further discussion, Ms. Price stated that Civil Service concurs with the request, and budget has approved it. Ms. Blaisdell moved to advertise and hire within the range for the Multi-Trades Inspector, and address the career progression group. Mr. Collins seconded. Upon vote, the motion carried unanimously without opposition.

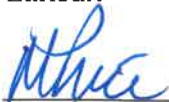
Ms. Baker addressed agenda item **Request per the Administration, according to Rule VI§ 3, to advertise and hire within the range for Equipment Operator I, Equipment Operator II, and Equipment Operator III in the Public Works Division.** Ms. Price stated Civil Service received a request from the administration to advertise and hire within the range for Equipment

Operator I, Equipment Operator II, and Equipment Operator III classifications in the Public Works Division. There are several vacancies in the Division, and there has been difficulty in attracting and retaining applicants. Increasing the flexibility with pay to hire and retain employees is vital to the services of the City of Alexandria. Ms. Price stated the request is for the special entrance rate at the midpoint, addressing the career progression group as well. Ms. Price stated that Civil Service concurs with the request, and budget has approved it. Mr. Lafleur moved to approve the request to advertise and hire within the range for Equipment Operator I, Equipment Operator II, and Equipment Operator III classifications. Mr. Collins seconded. Upon vote, the motion carried unanimously without opposition.

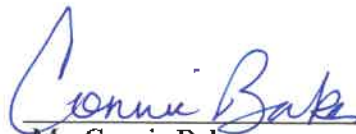
Ms. Baker addressed agenda item **Request per the Administration, according to Rule VI§ 3, to advertise and hire within the range for skilled classifications in Electric Distribution, Electric Production, Wastewater, Water, and Gas Department of the Utilities Division.** Ms. Price stated Civil Service received a request from the administration to advertise and hire within the range for skilled labor vacancies unique to the Utilities Division. The administrative clerical classifications are not included with this request. There is a substantial number of vacancies in the division, and there has been difficulty in attracting applicants. Increasing flexibility with pay to hire and retain employees is vital to the services of the City of Alexandria. Ms. Price stated the large number of vacancies is due to the retirements, resignations, and the competitive pay of the Utilities industry. After discussion, Ms. Harris stated that, as the Commission may recall the Mayor came to speak to you all. She stated the city owns our own utility system and other departments rely on the Utility fund. Mr. Connella, the Utilities Division Director is here and can speak on the difficulty in recruiting because of Cleco and other private entities. Ms. Harris stated if we are able to advertise within the range it may be more attractive to someone with our benefits as well. Ms. Harris stated please be mindful that these are for positions that are unique to the utility division. Mr. Connella spoke with the Commission and stated it is difficult retaining our employees. He stated we have a huge gap between our fifteen year employees and our one to three year employees. He stated they are not staying because of pay. He said private industry is paying much more and benefits. Mr. Connella said once we get employees and train them, they leave to go make more money. He said we want to be able to pay a qualified person more money. Ms. Baker asked if the incumbents would be addressed as well, Mr. Connella answered, yes. He said the finance director has signed off on this also. Ms. Blaisdell moved to advertise and hire within the range for skilled labor vacancies unique to the Utilities Division to increase flexibility in hiring qualified applicants. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition.

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

The Commission adjourned at 5:00 p.m. following a motion by Ms. Blaisdell and seconded by Mr. Lafleur.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Chairman