

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
September 17, 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, Mr. Charles Harvey, and Ms. Terri Blaisdell. A quorum was present. Staff members present were: Ms. Mildred Price, Director of Civil Service and Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Mr. Stacy Auzenne, Conflicts 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.

Election of 2025-26 Chairman and Vice-Chairman. Ms. Baker stated at this time, we will have nominations for Chairman of the Civil Service Commission for 2025-2026. Mr. Harvey moved to nominate Donald Collins as Chairman. Seconded by Paul Lafleur. All present were in favor with no objections. Ms. Baker stated we will have nominations for Vice-Chairman. Ms. Blaisdell moved to nominate Paul Lafleur as Vice Chairman. Mr. Collins seconded. All present were in favor with no objections. Ms. Baker stated congratulations to both of you.

Ms. Baker addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on August 20, 2025.** Ms. Blaisdell moved to approve the minutes as presented, and Mr. Collins seconded. On a vote, the motion carried unanimously without opposition.

Ms. Price reported on **filling vacant positions in the classified Civil Service.** As of August 31, 2025, there were 62 personnel requisitions in the Civil Service Department. Civil Service received 269 applications and transmitted 31 certified eligibility lists to Human Resources during the month of August. There were 17 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report.** The Mayor selected seventeen (17) candidates in August, which included eleven (11) new hires and five (5) promotions. There was one (1) transfer. Two (2) candidates declined employment offers during August 2025.

Ms. Price presented the **Report on Special Assignments of classified employees for August.** Ms. Price stated there were no requests to extend special assignments.

Request to Amend Kennel Technician Classification Specification. Ms. Price stated that Civil Service received a request to review the Kennel Technician classification. She stated the department requested to amend the specification to state that employees may be required to complete the euthanasia certification within two years. Ms. Price stated that requiring the Kennel Technicians to obtain the euthanasia certification within one year of hire is affecting recruitment for the position. Ms. Blaisdell moved to amend the classification specification. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Request to Amend Animal Control Officer Classification Specification. Ms. Price stated Civil Service received a request to amend the classification for Animal Control Officer. She stated the department has had difficulty recruiting and retaining staff in the Animal Shelter. She stated that the duties of the classification have expanded and are extensive in capturing stray, uncontrolled, and injured animals. The classification specification amendment will include adding the required animal control training course, and that the classification may be required to obtain the Louisiana certified animal euthanasia technician certification, and any additional required training necessary by regulatory agencies. She said retention in this classification has been difficult. Ms. Price stated that Civil Service recommends reassigning the grade to 18 to aid in recruitment for this vital position in the Animal Shelter. Mr. Harvey moved to amend the classification specification and reassign the grade. Mr. Lafleur seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Adoption of a new Classification Specification, Kennel Technician II, Animal Shelter. Ms. Price stated that during the review of the Animal Shelter classifications, the department expressed a need for a classification that can perform senior-level kennel technician responsibilities and provide guidance to the kennel techs on a daily basis. This classification would also be required to obtain the state-regulated euthanasia technician certification within one year of hire. Civil Service recommends the adoption of the Kennel Technician II classification grade 16 to meet the needs of the department. Ms. Price stated that the position will have to be added to the budget before recruitment can begin. Mr. Lafleur moved to adopt the classification specification. Mr. Collins seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Request to Amend the Classification Specification for Assistant Director, Community Services. Ms. Price stated that Civil Service received a request to amend the classification specification in an effort to increase resilience within the division and department, as well as to address the need for succession planning. Ms. Price stated that the classification has not been reviewed in several years, the duties have evolved, and the classification is responsible for acting in the absence of the Director. Ms. Price said that Civil Service recommends reassigning the grade to 32 and amending the classification. Mr. Harvey moved to amend the classification specification and assign grade 32. Ms. Blaisdell seconded. Upon vote, the motion carried unanimously without opposition. No public comments.

Ms. Price presented the **Director's Report**. Ms. Price congratulated the new chair and vice chair of the commission on their nomination and appointments. She thanked the Commissioners for approving the Civil Service rules relating to the increased promotional rates for classified employees. She stated she hopes it encourages employees to apply for promotional opportunities. Ms. Price provided an update on recruitment efforts. She also stated Civil Service has received the second appeal to the 9th JDC for Thaddius Morris and will continue to provide updates to the Commission. Ms. Price reminded Commissioners about the annual training due on December 31, 2025.

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

The Commission adjourned at 4:50 p.m. following a motion by Mr. Collins and seconded by Ms. Blaisdell and Mr. Lafleur.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Vice-Chairman