

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
January 21, 2026, at 4:30 p.m.**

The meeting was called to order by Mr. Donald Collins at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Donald Collins, Mr. Paul Lafleur, Mr. Charles Harvey, Ms. Terri Blaisdell, and Ms. Cynthia Baker. A quorum was present. Staff members present were Ms. Mildred Price, Director of Civil Service; Cherrymae Fontenot, Examination Analyst; and Toria Banks, Examination Analyst. Also present were Ms. Lisa Harris, Director of Personnel, and Ms. Misty Antoon, Counsel for the Commission.

Mr. Collins 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.

Moment of silence was observed.

Mr. Collins addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on December 17, 2025**. Ms. Blaisdell moved to approve the minutes as presented, and Mr. Lafleur seconded. On a vote, the motion carried unanimously, with no opposition.

Ms. Price reported on **filling vacant positions in the classified Civil Service**. As of December 2025, there were 57 personnel requisitions in the Civil Service Department. Civil Service received 258 applications and transmitted 35 certified eligibility lists to Human Resources during the month of December. There were 4 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report**. The Mayor selected seven (7) candidates in December, which included six (6) new hires and one (1) promotion. One (1) applicant declined employment in December.

Ms. Price presented the **Report on Special Assignments of classified employees for December**. Ms. Price stated there are no extensions requested this month. The report is provided for review.

Mr. Collins addressed the agenda item: **Amend classification specification for Program Manager, Community Development**. Ms. Price stated that Civil Service received a request from the Planning Division to review the Program Manager classification. The Community Development department works with federally funded programs in housing rehabilitation and demolition. Program Managers work with some independence on activities in managing grant-funded programs. The Program Managers in Community Development are required to obtain and maintain the Lead Supervisor certification issued by the Louisiana Department of Environmental Quality for the Rehab program manager, and the Asbestos Supervisor certification issued by the Louisiana Department of Environmental Quality for the Demo program manager. After discussion of the duties of the classification, the department head stated that the positions are similar in duties and tasks, and recommends not separating the classifications, as it would not benefit the department in the daily operations. The proposed amendments will be added as requirements for the classification to obtain within one year of

hire. Mr. Harvey moved to approve the proposed amendments to the classification. Ms. Blaisdell seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Amend classification specifications for the Transit Department.** Ms. Price stated that Civil Service received a request from the Transit Department to review the classification of Transit Operator in the Transit Department in the Public Works Division. There are several vacancies in the department, and there has been difficulty in attracting and retaining applicants. Ms. Price stated that the proposed changes are to assist with the recruitment of Transit Operators. The administration requested to amend the classification specification to allow 60 days to obtain the required passenger endorsement and air brakes endorsement. The City has an on-site CDL program that will assist employees in obtaining the required endorsements within the obligated time to do so. Ms. Price also presented the proposed amendments for the Transit Operator classification to include the physical requirements to lift, push, or pull up to 50 pounds in accordance with ADA safety policies. Ms. Blaisdell moved to approve the proposed amendments to the classification. Mr. Lafleur seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

In addition to the requested amendments in the Transit Operator classification. Civil Service reviewed the Transit Shift Supervisor and Paratransit Driver. In the Transit department, employees are required to operate the Transit Bus and the Paratransit vehicle. The proposed amendment to the Transit Shift Supervisor specification includes the physical requirements to lift, push, or pull up to 50 pounds in accordance with ADA safety policies. Mr. Harvey moved to approve the proposed amendments to the classification. Ms. Baker seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

The proposed Paratransit classification amendment is to clarify the duties being completed, including the physical requirements to lift, push, or pull up to 50 pounds in accordance with ADA safety policies. Ms. Blaisdell moved to approve the proposed amendments to the classification. Ms. Baker seconded. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price stated there is no fiscal impact on employee salaries as a result of the proposed classification amendments.

Ms. Price presented the **Director's Report.** Ms. Price stated that a 2025 Recap will be provided today by Civil Service. Ms. Banks provided the report on requisitions and exams. Ms. Banks stated there were 200 requisitions filled, 444 eligibility lists sent to HR, and 22 exams created or revised. Ms. Fontenot presented the report on applications. She stated Civil Service received 3,178 applications, 107 exams were administered, and there were 598 applicants scheduled for exams. Ms. Price presented the report on classification, compensation, and recruitment. She stated that Civil Service amended 46 classifications, adopted 7 new classifications, there were 4 civil service appeals, amended 5 Civil Service Rules, attended 6 recruitment events, and completed 413 compensation actions.

Ms. Price stated the purpose of providing the information is to provide a visual of the work being done, the progress that has been made, and the decisions that are made regarding the classified service. Ms. Price stated that 42% of the classified service employees have been employed with the City of Alexandria for two years or less. She said that 14.3% have been employed for three to four years, and 4.8% of the employees have been employed for nine to ten years. This census of employees is vested and has significant institutional knowledge. She stated that 5.4% have been with the City between twenty-six and fifty-five years. Ms. Price stated our workforce is drastically changing, and as a result, we are trying to be progressive in meeting the needs of our departments and the City. Ms. Price stated that as we begin 2026, Civil Service will continue to consistently evaluate the processes in place and trends to help with our course of action in particular areas. Ms. Price stated that Civil Service, Human Resources, and Finance have been collaborating on possible pay plan options. March is when the budget is usually presented to the Council. A proposed pay plan will depend on funding.

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 Mr. Lafleur and seconded by Ms. Blaisdell.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Chairman