

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
February 18, 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.

A moment of silence was observed.

Mr. Collins addressed the agenda item, **Approval of Minutes of the Regular Meeting Held on January 21, 2026**. Mr. Harvey moved to approve the minutes as presented, and Ms. Blaisdell 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 January 2026, there were 64 personnel requisitions in the Civil Service Department. Civil Service received 190 applications and transmitted 40 certified eligibility lists to Human Resources during the month of January. There were 6 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report**. The Mayor selected eight (8) candidates in January, which included seven (7) new hires and one (1) promotion. Two (2) applicants declined employment in January.

Ms. Price presented the **Report on Special Assignments of classified employees for January**. Ms. Price stated that the administration has requested to extend four special assignments. Mr. Harvey moved to extend the special assignments. Mr. Lafleur second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Request to Amend the Customer Service Representative classification**. Ms. Price stated that Civil Service received a request to review and amend the classification specification for Customer Service Representative in the Customer Service department. The request is to remove the duties relating to customer service for the Zoo. Ms. Price stated the Customer Service representatives in the zoo were retitled a couple of years ago to Guest Services Representatives. There will be no fiscal impact on the proposed changes. Mr. Lafleur moved to amend the classification specification for customer service representative. Ms. Baker second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Amend Classification specifications in the Water Department.** Ms. Price stated that when Civil Service met with the Utilities Director, Water and Wastewater Superintendents, and Human Resources, it was concluded that mid-level management classifications should require proper industry certifications upon hire. In the lower level, crew supervisors will be permitted to have a transition plan to have time to obtain the required certifications. The Assistant Superintendent, Water, proposed amendment to remove the allowance for a transition plan. The years of experience also changed from three to five years; applicants must possess valid Louisiana class IV water production, treatment, and distribution certifications. The language regarding reciprocity if an applicant has certifications from another state. It allows an applicant six months from the time of appointment to obtain certifications issued by the state of Louisiana. Ms. Price stated there is no fiscal impact on employee salaries as a result of the proposed classification amendments. Mr. Harvey moved to amend the classification specification for Assistant Superintendent, Water. Ms. Blaisdell second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price stated that the Supervisor, Water Distribution, amendment is being proposed to change the years of experience to three years instead of seven, and to remove the allowance of permitting a transition plan. Applicants will need to possess class IV water distribution. Applicants from out of state, reciprocity will be recognized, and allowed six months to obtain the required Louisiana class IV certification. Mr. Lafleur moved to amend the classification specification for Supervisor, Water Distribution. Ms. Baker second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price stated that the Supervisor, Water Production, proposed amendment is to change the years of experience to three years instead of seven, and to remove the allowance of permitting a transition plan. Applicants will need to possess class IV water production and treatment. Applicants from out of state, reciprocity will be recognized, and allowed six months to obtain the required Louisiana class IV certification. Ms. Blaisdell moved to amend the classification specification for Supervisor, Water Production. Mr. Lafleur second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price stated that the Assistant Superintendent, Wastewater, proposed amendment is to change the years of experience to five years instead of three, and to remove the allowance of permitting a transition plan. Applicants will need to possess class IV wastewater treatment and collection. Applicants from out of state, reciprocity will be recognized, and allowed six months to obtain the required Louisiana class IV certification. Mr. Lafleur moved to amend the classification specification for Assistant Superintendent, Wastewater. Ms. Blaisdell second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price stated that the Supervisor, Wastewater Treatment, proposed amendment is to change the years of experience to three years instead of seven, and to remove the allowance of permitting a transition plan. Applicants will need to possess class IV wastewater collection and treatment. Applicants from out of state, reciprocity will be recognized, and allowed six months to obtain the required Louisiana class IV certification. Mr. Harvey moved to amend the classification specification for Supervisor, Wastewater Treatment. Ms. Blaisdell second. 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 Civil Service will be participating in a job fair in Fort Polk on Friday, February 27, 2026 to recruit for various vacancies within COA. Ms. Price stated next month Civil Service has an appeal scheduled for Mr. Kelley and the meeting will begin at 2p.m, and if anything changes she will inform the board.

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

The Commission adjourned at 4:45 p.m. following a motion by Mr. Lafleur and seconded by Ms. Blaisdell.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Chairman