

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
March 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, and Mr. Charles Harvey. 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 Ms. Misty Antoon, Counsel for the Commission.

A moment of silence was observed.

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.

Mr. Collins addressed the agenda item: **Approval of Minutes of the Regular Meeting Held on February 18, 2026.** Mr. Lafleur moved to approve the minutes as presented, and Mr. Harvey seconded. On a vote, the motion carried unanimously, with no opposition.

Mr. Collins addressed the agenda item: **Matters Pertaining to the appeal of Ryan Kelley, Docket #2025-02.** Ms. Price stated that the matter is on the agenda for the record. She stated that the correspondence received regarding the appeal is provided. She stated the appeal of Mr. Kelley has been resolved and counsel has requested that the appeal be removed from the calendar. Ms. Price stated that Civil Service has requested that the Consent Judgment be sent for Mr. Kelley's appeal file. She stated no action will be taken today.

Ms. Price reported on **filling vacant positions in the classified Civil Service.** As of February 2026, there were 60 personnel requisitions in the Civil Service Department. Civil Service received 183 applications and transmitted 30 certified eligibility lists to Human Resources during the month of February. There were 14 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report.** The Mayor selected twenty (20) candidates in February, which included fifteen (15) new hires and four (4) promotions. There was one (1) demotion. Four (4) applicants declined employment in February.

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

Mr. Collins addressed the agenda item: **Request to amend the classification specification for Supervisor, Transit Maintenance.** Ms. Price stated that Civil Service received a request to review and amend two classification specifications in the Transit department. She stated the request is being made to ensure staff have the proper license required to operate various equipment across the City. The classification specification is amended to require employees to possess a valid state of Louisiana Class B commercial driver's license. Must obtain air brakes

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and passenger endorsement, and no manual transmission restrictions within three (3) months of appointment and maintain throughout employment. Ms. Price stated there is no fiscal impact as a result of the proposed classification amendment. She stated Civil Service concurs with the request. After discussion, Mr. Harvey moved to amend the classification specification for Supervisor, Transit Maintenance. Mr. Lafleur second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

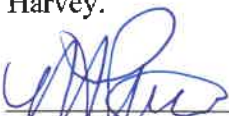
Ms. Price stated that a request was received to review and amend the classification specification for Fleet Mechanic, Transit. Ms. Price stated that the classification specification is amended to require employees to obtain a valid state of Louisiana class B driver's license with air brakes and passenger endorsement, and no manual transmission restrictions within five (5) months of appointment and maintain throughout employment. Ms. Price stated that the City has a CDL program on-site that can assist employees in obtaining the required endorsements. Mr. Harvey moved to amend the classification specification for Fleet Mechanic, Transit. Mr. Lafleur second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Mr. Collins addressed the agenda item: **Request to advertise and hire within the range for Electrician, Maintenance of Public Buildings**. Ms. Price stated Civil Service received a request from the administration to advertise and hire the **Electrician, Maintenance of Public Buildings** within the range. Maintenance of Public Buildings has had difficulty attracting applicants for the current vacancy. It is a single-class position within the department. The workforce in our area and the current market is very competitive in this field of work. Mr. Harvey moved to approve advertising and hiring within the range for Electrician, Maintenance of Public Buildings. Mr. Lafleur second. Upon the vote, the motion carried unanimously with no opposition. No public comment.

Ms. Price presented the **Director's Report**. Ms. Price stated that Civil Service will be participating in a job fair at SOWELA on March 25, 2026, recruiting for skilled trades. She stated that Civil Service has also increased radio advertising. She stated Civil Service has been working interdepartmentally on development and updating Civil Service processes and planning for the second quarter.

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 Mr. Harvey.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Chairman