

**Minutes of the Regular Meeting
Alexandria Civil Service Commission
April 15, 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, Ms. Cynthia Baker, Ms. Terri Blaisdell, and Mr. Charles Harvey. 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.

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 March 18, 2026.** Mr. Harvey moved to approve the minutes as presented, and Ms. Blaisdell seconded. On a vote, the motion carried unanimously, with no opposition and no public comment.

Ms. Banks reported on **filling vacant positions in the classified Civil Service.** As of March 31, 2026, there were 58 personnel requisitions in the Civil Service Department. Civil Service received 203 applications and transmitted 33 certified eligibility lists to Human Resources during the month of March. There were 9 personnel requisitions closed.

Ms. Harris reported on the **Human Resources report.** The Mayor selected twenty (20) candidates in March, which included sixteen (16) new hires and three (3) promotions. There was one (1) demotion. Two (2) applicants declined employment in March.

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

Mr. Collins addressed the agenda item: **Adoption of new classification specification for Tax Collection Specialist.** Ms. Price stated that Civil Service received a request from the department to review the classifications of Customer Account Representative, Customer Account Team Leader, and Business Office Manager. This request was due to the changes the department has made in the responsibilities of each classification in the department relating to the collection of taxes. Ms. Price stated that Civil Service proposes the adoption of a new classification of Tax Collection Specialist grade 18. There are currently two incumbents in this classification. Mr. Harvey moved to adopt the classification of Tax Collections Specialist. Ms. Baker second. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Reallocate Customer Accounts Representative, Business Office.** Ms. Price stated that Civil Service proposes to reallocate the classification of Customer Account Representative in the Business Office to Tax Collection Specialist. Ms. Price stated finance/budget has approved the proposed action. Ms. Blaisdell moved to reallocate the Customer Account Rep to Tax Collection Specialist. Mr. Harvey seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Adoption of new classification specification for Supervisor, Tax Collection.** Ms. Price stated the request is made due to the changes the department has made in the responsibilities of each classification in the department relating to the collection of taxes. Ms. Price stated that Civil Service proposes the adoption of the new classification of Supervisor, Tax Collection grade 24. There is one incumbent in the classification. Mr. Harvey moved to adopt the classification of Supervisor, Tax Collection. Ms. Baker second. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Reallocate Customer Account Team Leader, Business Office.** Ms. Price stated that Civil Service proposes to reallocate the classification of Customer Account Team Leader in the Business Office to Supervisor, Tax Collection. Ms. Price stated finance/budget has approved the proposed action. Ms. Blaisdell moved to reallocate the Customer Account Team Leader to the Supervisor Tax Collection. Ms. Baker seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Adoption of new classification specification for Tax Collection Administrator.** Ms. Price stated the request is made due to the changes the department has made in the responsibilities of each classification in the department relating to the collection of taxes. Ms. Price stated that Civil Service proposes the adoption of the new classification of Tax Collection Administrator grade 31. Ms. Price stated that the title of the classification also reflects the duties being completed in the department. There is one incumbent. Mr. Harvey moved to adopt the classification of Tax Collection Administrator. Ms. Baker seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Reallocate Business Office Manager, Business Office.** Ms. Price stated that Civil Service proposes to reallocate the Business Office Manager classification to Tax Collection Administrator. Ms. Price stated finance/budget has approved this action. Ms. Baker moved to reallocate the Business Office Manager to the Tax Collection Administrator. Ms. Blaisdell seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Adoption of new classification specification for Human Resources Generalist, Fire and Police.** Ms. Price stated Civil Service received a request from the Human Resources department to review the classification of Personnel Analyst, Fire and Police.

After reviewing the classification and identifying the duties being conducted, Civil Service recommends the creation of a new classification, Human Resources Generalist, Fire and Police grade 27. The classification currently completes all human resources functions of the Fire and Police departments. Some duties include: orientation, processing new hires, out-processing, benefits enrollment, pre-employment exams, and employment status change forms; completes and maintains documentation regarding state supplemental pay; administers required state-mandated trainings; and manages workers' compensation and FMLA for Fire and Police. Ms. Price stated that one incumbent is performing these tasks in Human Resources. Mr. Harvey moved to adopt the new classification of Human Resources Generalist, Fire and Police grade 27. Ms. Baker second. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Reallocate - (1) Personnel Analyst, Human Resources.** Ms. Price stated Civil Service proposes to reallocate one Personnel Analyst, Human Resources, to Human Resources Generalist, Fire and Police. Ms. Price stated finance/budget has approved this action. Ms. Baker moved to reallocate one Personnel Analyst, HR, to the classification of Human Resources Generalist, Fire and Police. Ms. Blaisdell seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

Mr. Collins addressed the agenda item: **Adopt a new classification of Diesel Fleet Mechanic, Motor Pool.** Ms. Price stated there is a request from the administration to remove the item from the agenda at this time.

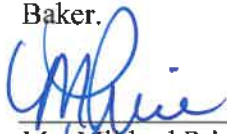
Mr. Collins addressed the agenda item: **Request per the Administration to advertise and hire within the range for Diesel Fleet Mechanic.** Ms. Price stated there is a request from the administration to remove the item from the agenda at this time.

Mr. Collins addressed the agenda item: **Public Hearing on Proposed Changes to the Alexandria Civil Service Rules and Regulations. Rule XI§ 4 – Civil, Emergency, or Special Leave.** Ms. Price stated that after collaboration with Human Resources and Counsel for the Commission, Ms. Antoon, the proposed rule amendment was sent out to all City employees. The General Circular 2026-01 was sent out on March 20, 2026, as required by Rule II subsection V:B. Ms. Price stated that the proposed rule amendment is being proposed to provide more flexibility for current employees in handling legal matters outside of work. The proposed amendment to rule XI§ 4.1 B states: Summoned or subpoenaed to appear as a witness before a court, grand jury, or other public body or commission, or to give a deposition. For purposes of this subsection, a plaintiff shall not be considered a witness, nor shall a defendant be considered a witness in a matter that is not related to City of Alexandria work. If an employee is subpoenaed to appear or is a party in a personal matter, the employee may elect to use accrued annual leave or be allowed approved leave without pay; Ms. Price stated Civil Service did not receive any correspondence prior to the meeting today relating to this agenda item. Mr. Harvey asked Ms. Harris if the administration is on board with this rule amendment. Ms. Harris stated yes. Ms. Blaisdell moved to amend the current rule as proposed, and Mr. Harvey seconded. Upon the vote, the motion carried unanimously with no opposition and no public comment.

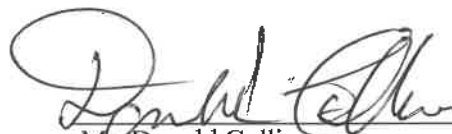
Ms. Price presented the Director's Report. Ms. Price stated that Civil Service has been working with departments on the classification updates. She stated that Civil Service will be attending the Central LA SHRM job fair on May 20, 2026, in Pineville. Ms. Price reminded the Commissioners of the required annual training for 2026. She stated she appreciates the time that the Commissioners take in their dedication and service to the City of Alexandria and its employees.

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

The Commission adjourned at 4:55 p.m. following a motion by Ms. Blaisdell and seconded by Ms. Baker.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Chairman