

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
May 15, 2024 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:34 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Charles Harvey, and Mr. Donald Collins. A quorum was present. Staff members present: Ms. Mildred Price, Director of Civil Service; Ms. Toria Banks, Examination Analyst. Also present were Ms. Lisa Harris, Director of Human Resources, and Ms. Misty Antoon, 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.

Ms. Baker asked for approval to add an item on the agenda to recognize Mr. Brewer for his service to the Civil Service Commission of the City of Alexandria. Mr. Collins moved to add the agenda item. Ms. Blaisdell seconded the motion. On vote, the motion passed unanimously without opposition.

Ms. Price presented Mr. Michael Brewer with a plaque on behalf of the Civil Service Commission for his eight years of service. Mr. Brewer expressed his appreciation for working with the City and the Commission members. He stated that he has worked with hardworking and talented individuals, and he is thankful for having the opportunity to serve. Ms. Baker expressed to Mr. Brewer that she is thankful for his service and that he will be missed.

Ms. Baker presented the **minutes of the regular meeting held on March 20, 2024**, for approval. Ms. Blaisdell moved to approve the minutes as presented, and Mr. Collins seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker presented the **minutes of the regular meeting held on April 24, 2024**, for approval. Ms. Blaisdell moved to approve the minutes as presented, and Mr. Harvey seconded. On vote, the motion carried unanimously without opposition.

Ms. Price and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of March 31, 2024, there were 63 personnel requisitions in the Civil Service Department. Civil Service received 309 applications and transmitted 30 certified eligibility lists to Human Resources during the month of March. Twenty-one personnel requisitions were closed during the month of March 2024.

As of April 30, 2024, there were 62 personnel requisitions in the Civil Service Department. Civil Service received 366 applications and transmitted 33 certified eligibility lists to Human Resources during the month of April. Twenty personnel requisitions were closed during the month of April 2024.

Ms. Harris reported that the Mayor selected twenty-one candidates in March, which included thirteen (13) new hires, seven (7) promotions, and one (1) demotion. Two candidates declined employment offers during the month of March 2024.

Ms. Harris reported that the Mayor selected twenty candidates in April, which included seventeen (17) new hires, two (2) promotions, and one (1) transfer. Two candidates declined employment offers during the month of April 2024.

Ms. Price presented the **Report on Special Assignments of Classified Employees for March and April**. Ms. Blaisdell moved to extend four (4) special assignments for a period of 90 days. Mr. Harvey seconded. On vote, the carried unanimously without opposition.

Ms. Price asked the Commission to add an agenda item for consideration. Ms. Baker called for a motion to add the proposed agenda item. Mr. Collins moved to add the agenda item. Ms. Blaisdell seconded the motion. On vote, the motion carried unanimously without opposition.

Request per Civil Service to Advertise and hire within the range: Zoo Director and Veterinarian, Zoo. Ms. Price stated Civil Service is recommending advertising and hiring Zoo Director and Veterinarian within the range. She stated the Zoo Director left in April and the Veterinarian will be leaving in June. She stated that the specialized knowledge regarding AZA accreditation, skills, and training required for these positions make recruitment challenging. She noted that most applicants would have to relocate to the Alexandria area. Ms. Baker asked Ms. Price to specify the range for both positions. Ms. Price stated the salary range is \$64,488.22–\$96,754.01. After discussion, Ms. Price asked that both recommendations be voted upon separately.

Mr. Collins moved to advertise and hire within the range for Zoo Director. Ms. Blaisdell seconded. On vote, the motion carried unanimously without opposition.

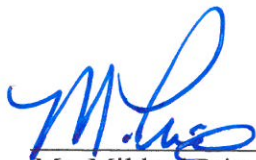
Ms. Blaisdell moved to advertise and hire within the range for Veterinarian. Mr. Collins seconded the motion. On vote, the motion carried unanimously without opposition.

Ms. Price presented the **Director's Report**. Ms. Price stated that she is looking forward to working with the Commission. She stated Civil Service has a pending appeal, and our Conflicts Counsel is recused from this appeal. She stated that she and Misty are working on the process to secure Conflict Counsel soon. She noted we may have to get an RFP to proceed, but she will provide an update by the meeting next month. Ms. Price informed the Commission that Juneteenth is a City of Alexandria holiday and has declared it will be observed on June 14, 2024. Ms. Price informed the Commission that Civil Service would be participating in the annual CLSHRM job fair on May 21, 2024, at the Alexandria Riverfront Center. She stated that Civil Service is still actively recruiting for the vacancy in the department and hopes to have someone soon. Ms. Price asked the Commissioners if they would be interested in scheduling appeal hearings earlier in the day as a preference rather than later in the afternoon. Ms. Baker stated it would depend on her schedule, and we could consider it if we have a date scheduled. Ms. Baker asked Ms. Price how things are going in Civil service at this time since her appointment as

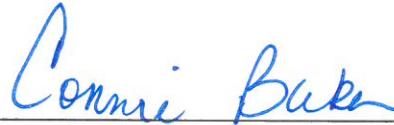
Director. Ms. Price stated everything is going well, and she and Ms. Banks are working together collaboratively to meet the needs of the daily operations. She also noted that they are doing what is necessary to meet the needs of the departments as well. Ms. Baker stated the Commissioners appreciate all that is being done at this time while working short. She also thanked Ms. Price and Ms. Banks for their hard work.

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 Mr. Collins.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Chairman