

**Minutes of Regular Meeting of the  
Alexandria Civil Service Commission  
July 17, 2024 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:30 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Paul Lafleur, 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; Ms. Cherrymae Fontenot, Examination Analyst. Also present were Ms. Lisa Harris, Director of Human Resources, and Ms. Misty Antoon, Counsel for the Commission.

Ms. Antoon swore in Mr. Collins for another term.

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 presented the **minutes of the regular meeting held on June 19, 2024**, for approval. Mr. Harvey moved to approve the minutes as presented, and Ms. Blaisdell 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 June 19, 2024, there were 76 personnel requisitions in the Civil Service Department. Civil Service received 381 applications and transmitted 44 certified eligibility lists to Human Resources during the month of June. Twelve personnel requisitions were closed during the month of June 2024.

Ms. Harris reported that the Mayor selected twelve candidates in June, which included six (6) new hires, and six (6) promotions. There were no candidates who declined employment offers during the month of June 2024.

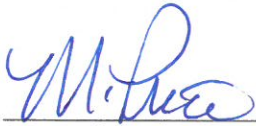
Ms. Price presented the **Report on Special Assignments of Classified Employees for June**. Mr. Harvey moved to extend one special assignment for ninety days. Ms. Blaisdell seconded. On vote, the motion carried unanimously without opposition.

Ms. Baker addressed the agenda item **Request per Rule V § 5, Pertaining to Maintenance Public Buildings Department: Amend Classification Specification of Lead Custodial Worker**. Ms. Price stated civil service received a request from the department recommending to remove the requirement to obtain a class D license within thirty days of hire. The department confirmed that the classification does not operate equipment that requires a class D. Ms. Price stated Civil Service concurs with the recommendation. After discussion, Mr. Collins moved to remove the requirement of the class D license for lead custodial worker. Mr. Lafleur seconded. On vote, the motion carried unanimously without opposition.

Ms. Price presented the **Director's Report**. Ms. Price congratulated Mr. Collins on his reappointment to the commission. Ms. Price introduced the new examination analyst with Civil Service. She also reminded commissioners about annual training for the year.

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 Ms. Blaisdell and seconded by Mr. Collins.



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Ms. Mildred Price  
Director of Civil Service



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Mr. Donald Collins  
Vice Chairman