

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
August 21, 2024 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. Terri Blaisdell, Mr. Paul Lafleur, and Mr. Charles Harvey. 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. Jessica Schara, Human Resources Business Partner, and Ms. Misty Antoon, Counsel for the Commission.

Ms. Antoon swore in Ms. Blaisdell for another term.

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 presented the **minutes of the regular meeting held on July 17, 2024**, for approval. Ms. Blaisdell moved to approve the minutes as presented, and Mr. La Fleur seconded. On vote, the motion carried unanimously without opposition.

Ms. Price and Ms. Schara reported on **filling vacant positions in the classified civil service**. As of July 31, 2024, there were 66 personnel requisitions in the Civil Service Department. Civil Service received 255 applications and transmitted 31 certified eligibility lists to Human Resources during the month of July. Twenty-six personnel requisitions were closed during the month of July 2024.

Ms. Schara reported that the Mayor selected twenty-six candidates in July, which included twenty-one (21) new hires, and five (5) promotions. There were no candidates who declined employment offers during July 2024.

Ms. Price presented the **Report on Special Assignments of Classified Employees for July**. There were no extensions requested for July.

Mr. Collins addressed the agenda item: **Per Rule VI, to Re-assign the grade of Utility Service Worker, Customer Field Services**. Ms. Price stated the Commission approved the amendment of the classification for Utility Service Worker, Customer Field Services from Meter Reader to Utility Service Worker. She stated the grade was not updated at that time to reflect the reallocation. Ms. Price stated Civil Service is recommending the continuance of using the special entrance rate for hiring within the range for recruitment difficulties at this time. She stated it is helping with recruitment. Ms. Blaisdell moved to approved grade 18. The motion was seconded, by Mr. Harvey. On vote, the motion carried unanimously without opposition. No public comment.

Mr. Collins addressed the agenda item: **Request per Rule VI, regarding the following classifications: Custodial Worker, Mail Clerk, Maintenance Worker, and Refuse Collector.** Civil Service received a request from the Administration to increase the minimum hourly wage for classifications to \$12.00 per hour, a livable wage. Ms. Price stated that Civil Service received approval from budget to move all current employees in the noted classifications to a minimum of \$12.00 per hour, and approval to begin recruitment at the same rate. Ms. Price stated this change will assist with recruitment and retention in the listed classifications. The Commission voted upon each action separately.

Ms. Blaisdell moved to increase Custodial Workers. Mr. Harvey seconded. Upon vote the motion carried. There were no objections. No public comment.

Ms. Blaisdell moved to increase Mail Clerk. Mr. LaFleur, seconded. Upon vote the motion carried. There were no objections. No public comment.

Mr. Harvey moved to increase Maintenance Workers. Ms. Blaisdell seconded. Upon vote the motion carried. There were no objections. No public comment.

Mr. LaFleur moved to increase Refuse Collectors. Ms. Blaisdell seconded. Upon vote the motion carried. There were no objections. No public comment.

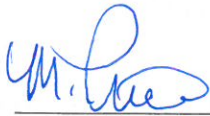
Mr. Collins addressed the agenda item: **Set appeal of Stacy Hair (Docket 2024-01).** Ms. Price stated the pending appeal has been awaiting the RFQ for Conflicts Counsel. She stated the attorneys for the appeal are not available on September 18, 2024, which is the next scheduled Commission meeting. Mr. Nowlin, the attorney for Mr. Hair, asked to speak about the pending appeal and possible dates. After discussion, Ms. Price stated she would confirm with the Commissioners once she receives a response on the pending tentative dates proposed for the appeal.

Mr. Collins addressed the agenda item: **Set appeal of Richard Moustier (Docket 2024-03)** Ms. Price stated that the attorneys have agreed to set the appeal date for January 15, 2025.

Ms. Price presented the **Director's Report.** Ms. Price congratulated Ms. Blaisdell on her reappointment to the commission. She said the posting for the RFQ closed on August 16, 2024. She said the committee will be scheduling meetings soon and will provide an update next month. Ms. Price said Civil Service will be participating in two upcoming recruitment events. On September 16, 2024, at LSUA, and on September 24 Civil Service will be attending the Fort Johnson Employer Day.

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 Mr. La Fleur and seconded by Mr. Harvey.



Ms. Mildred Price
Director of Civil Service



Mr. Donald Collins
Vice Chairman