

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
September 18, 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: Ms. Connie Baker, 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. Lisa Harris Director of Personnel, 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 presented the **minutes of the regular meeting held on August 21, 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. Price and Ms. Harris reported on **filling vacant positions in the classified civil service**. As of August 31, 2024, there were 67 personnel requisitions in the Civil Service Department. Civil Service received 262 applications and transmitted 57 certified eligibility lists to Human Resources during the month of August. Fourteen personnel requisitions were closed during the month of August 2024.

Ms. Price reported on the Human Resources report. The Mayor selected fourteen candidates in August, which included Nine (9) new hires, and five (5) promotions. Three (3) candidates declined employment offers during August 2024.

Ms. Price presented the **Report on Special Assignments of Classified Employees for August**. There were three requests to extend special assignments for August. Mr. Harvey moved to extend three (3) special assignments for ninety days. Ms. Blaisdell seconded the motion. Upon vote the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Discussion and Appointment of Commission's Conflicts Counsel**. Ms. Baker stated the Personnel Committee reviewed the inquiries and interviewed Mr. Brian Cespiva for Conflict Counsel for the Commission in circumstances when conflict counsel is recused. Ms. Baker stated he has several years of experience with Civil Service and has served as Counsel. She stated he was able to answer all questions asked of him. Ms. Baker stated she moved to appoint him as the Commission's conflict counsel. Mr. Lafleur and Mr. Harvey seconded. Upon roll call vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Request per Administration to Advertise and Hire at the maximum for Accountant**. Civil Service received a request from the Administration to advertise and hire at the maximum rate for accountants due to recruitment difficulties of

qualified applicants. Ms. Price stated this action will assist with recruitment and retention in the Accountant classification as well. Ms. Price stated that if the commission approves the request and grade reassignment, current employees will also increase to this rate, and the classification in the career progression group. She said budget and finance had approved the recommendation.

After discussion, Mr. Harvey moved to advertise at the maximum rate of grade 24 for the Accountant classification, adjust the incumbents, and Accounting Manager, and reassign the grade of Accountants to 30 and Accounting Manager to 34. Ms. Blaisdell seconded the motion. Upon vote, the motion carried unanimously without opposition. No public comment.

Ms. Baker addressed the agenda item: **Adoption of Minimum Qualifications Equivalency.** Ms. Price stated Civil Service has made it a priority to evaluate all aspects of recruitment efforts. She stated the qualifying process and method is an essential function in recruitment that ultimately results in applicants being placed on the eligibility list. She stated the workforce in our geographical area is not readily accessible for positions in our organization. She stated we have to think and move progressively. Ms. Price said that to continue to deliver the services that our municipality needs, we must train and develop our personnel from within, and seek individuals with transferable skills in the workforce and develop them. She stated minimum qualifications equivalency is used in many governmental entities and agencies. Adopting qualification equivalencies will assist in bringing down barriers that are now impeding us from otherwise qualified applicants who may be able to perform the duties and responsibilities of a particular job. She stated this is not an effort to lower our standards of obtaining quality applicants, but essentially gaining more access to a greater applicant pool. Ms. Price stated there are several variations of equivalency models used, but the model chosen provides what we need. She stated there may be a difference in the caliber of employees, but the quality to produce in a specific industry may be equitable. The hope is that our surrounding educational institutions secondary and post-secondary will be beneficial.

After discussion, Mr. Collins moved to accept the adoption of minimum qualification equivalency. Mr. Lefleur seconded. Upon roll call vote, the motion carried unanimously without opposition. No public comment.

Ms. Price presented the **Director's Report.** Ms. Price thanked the Commissioners for their service and dedication to our community and for making decisions that provide the tools needed to progress our City, the departments, and the well-being of the employees. Ms. Price thanked the civil service team for their diligence in working together to accomplish departmental and organizational goals. Ms. Price stated civil service participated in the job fair at LSU-A and was impressed with the student attendance in comparison to years past. She stated on Thursday, civil service and human resources will be attending the 3rd quarter Rapid Hire job fair hosted by LWC. Ms. Price thanked Ms. Harris for allowing the human resources department to assist in recruitment events when needed. Ms. Price stated civil service will be participating in the upcoming Fort Johnson Employer Day. She stated there are two pending appeals with dates set. She stated Mr. Hair's appeal has been set for December 18, 2024. After discussion, the commission asked that the time be moved to begin earlier. The time recommended is 2:30 p.m. Ms. Price stated civil service will continue to do what we can to increase the progression of the classified service. She stated we are all public servants and thankful for the diligence of our

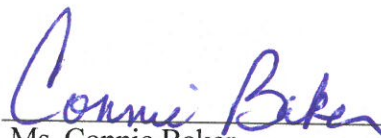
classified employees that provide services to the citizens of Alexandria. She said good customer service starts with employee satisfaction. Ms. Harris addressed the commission and stated the City of Alexandria will host a job fair to help with recruitment. It will be on October 28, 2024 from 2 pm to 6 pm in City Hall.

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

The commission adjourned at 5:15 p.m., following a motion by Mr. Collins and seconded by Mr. Lafleur.



Ms. Mildred Price
Director of Civil Service



Ms. Connie Baker
Commission Chairman