

**Minutes of Special Meeting of the
Alexandria Civil Service Commission
April 1, 2020 at 4:30 p.m.
By Teleconference Due to Restrictions on Public Gatherings
and Quorum Requirements Per LA R.S. 42:19
Per Governor Edwards COVID-19
Public Health Emergency Proclamation
JBE 2020-30**

The meeting was called to order by Chair Lindsey Torbett at 4:28 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Mr. Lindsey Torbett, Ms. Connie Baker, Mr. Michael Brewer, Mr. Charles Harvey and Dr. Henry Robertson. A quorum was present. Staff members present were: Ms. Candice Saucier, Assistant Director of Civil Service, and Ms. Mildred Price, Examination Analyst. Also present were: Ms. Monza Williams, Director of Human Resources; Charles Jones, Assistant Director of Human Resources; and Ms. Deirdre Fuller, Counsel for the Commission.

Chair Torbett read a statement regarding 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. He stated public comments and questions could be submitted to civilservice@cityofalex.com.

Mr. Torbett presented the **minutes of the previous regular meeting** held February 19, 2020 for approval. A motion to approve the minutes was made by Mr. Harvey, seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed a **Request to Add a Proposed Rule Revision** to the agenda and stated it required unanimous approval to do so. Roll call vote was conducted to add to the agenda: Mr. Brewer "Aye", Ms. Baker "Aye", Mr. Lindsey "Aye", Dr. Robertson "Aye", Mr. Harvey "Aye". Ms. Deirdre Fuller stated she had worked with Alaina Mire with the Administration to draft an addition to **Rule XI § 4 Civil, Emergency and Special Leave** to provide leave for a public health emergency, as follows:

- J. The Appointing Authority determines in the best interest of the City, when a statewide stay at home order is issued in response to a declared statewide emergency by the Governor, that it is impractical for employee to perform his duties.

Ms. Fuller stated based on General Circular 2020-13 from State Civil Service and emergency rules relating to COVID-19 that it was not necessary to introduce the proposed rule addition and subsequently adopt later. She stated it could be adopted under emergency rules. Motion to approve and adopt the proposed rule revision as presented was made by Mr. Brewer and seconded by Dr. Robertson. On vote, the motion carried.

Ms. Saucier and Ms. Monza Williams, Director of Human Resources, reported on **filling vacant positions in the classified civil service**. Ms. Saucier stated this report covered the month of February. She reported the Civil Service Department was processing 37 personnel requisitions and provided 27 certified lists to Human Resources, with an average turnaround

of 16.89 days. Two additional certifications had been requested, and nine personnel requisitions were closed. Ms. Saucier reported postings of job announcements were suspended 3/20/2020 due to COVID-19 issues and Civil Service was processing current requisitions. She reported there were two class specs revised in January and one class spec revised in February. Ms. Williams reported nine candidates were selected by the Mayor in February, which included five new hires and four promotions. No candidates declined employment offers.

Mr. Torbett addressed agenda item **Request to Extend Nine Classified Employee's Special Assignments**. Ms. Saucier asked the Commission to extend for 90 days nine special assignments which were set to expire in April through mid-May. Ms. Baker made a motion to extend the nine employees' special assignments 90 days and motion was seconded by Mr. Brewer. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request from the Administration and Civil Service to Amend the Classification Plan by Abolishing the Following Unbudgeted, Unfilled Classes: Assistant Manager Purchasing, Budget & Management Analyst, Building Inspector, Chief Inspector, Community Outreach Coordinator, Computer Operator II, Electric Service Worker, Electrical Inspector, Gas Inspector, Mechanical Inspector, Office Assistant, Planner, Plumber, Plumbing Inspector, Print Shop Technician, Right of Way Agent**. Ms. Saucier stated this would update and remove unused classes from the Classification Plan. Ms. Williams stated these classes were not budgeted or filled for a number of years and should have been eliminated. She stated abolishing these unused classes would assist in the efforts to bring in a consultant for a compensation study and save incurred expenses. Ms. Williams stated that each Division Head spoke with their Department Heads to determine whether or not these classes were needed. Mr. Brewer confirmed with Ms. Williams that the City would not need to fill these positions. Motion to approve abolishing the specified classes was made by Mr. Brewer and seconded by Ms. Baker. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Division Directors to Amend Classification Specifications for Superintendent, Electrical Distribution and Assistant Director, Human Resources**. Ms. Saucier stated the Utilities Division Head requested amendments to the Superintendent Electrical Distribution spec in advance of advertising a vacancy which had not been filled for some time, but was now included in the budget. The proposed amendments reflected updated industry compliance standards and responsibility for employee training. Motion to approve the proposed amendments to Superintendent, Electrical Distribution was made by Mr. Harvey; seconded by Ms. Baker. On vote, the motion carried.

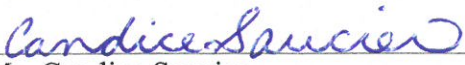
Ms. Saucier stated the Human Resources Director requested amendments to the Assistant Director Human Resources spec and a Position Classification Questionnaire was completed. The proposed amendments reflected current duties, such as EEO administration, compliance and training responsibilities. The amendments included the condensed format and revised the Minimum Qualifications. Ms. Williams stated the compensation consultant would perform a market survey and if a grade revision was recommended, she would bring that request to the Commission. Motion to approve the proposed amendments to Assistant Director, Human Resources was made by Dr. Robertson; seconded by Mr. Brewer. On vote, the motion carried.

Mr. Torbett addressed agenda item **Request per the Administration to Adopt a New Classification and Proposed Classification Specification and Assign Grade for Grants Coordinator**. Ms. Saucier stated the Administration requested a new classification for Grants Coordinator, originally Grant Writer to apply for grants and coordinate those awarded for the benefit of the City. She noted that a Position Classification Questionnaire was completed with the Chief of Staff to define the duties and responsibilities. Civil Service conducted a market salary survey and internal equity analysis to recommend a salary grade. Motion to adopt Grants Coordinator, approve the proposed class spec and assign to grade 26, effective upon approved funding, was made by Ms. Baker; seconded by Mr. Brewer. On vote, the motion carried.

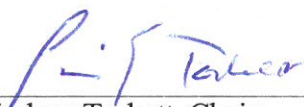
Mr. Torbett addressed agenda item **Consider for Approval Proposed Compression Market Adjustment**. Ms. Saucier stated this had been discussed numerous times to address salary compression issues. She stated the proposal was updated in March and submitted to the Administration for preliminary consideration in the upcoming budget. She was informed it could possibly be approved for funding and the Board would need to approve the proposal to move forward. Mr. Torbett stated this was important to complete the pay plan and address compression issues. Motion to approve the proposed Compression Market Adjustment was made by Mr. Harvey and seconded by Ms. Baker. On vote, the motion carried.

Ms. Saucier presented the **Director's Report**. She reported the finalists for the Director vacancy were notified of the delay in interviews due to the public health emergency and resulting restrictions in meetings. Ms. Baker stated if the restrictions on meeting in person went beyond two or three more weeks, the Board could hold interviews by Skype or FaceTime. Ms. Fuller stated that State Civil Service was being very lenient and allowing virtual meetings because they know business has to be conducted. Mr. Harvey stated the Board had conducted necessary business and would not need to have April 15th meeting. Mr. Torbett stated the Board would tentatively try to conduct interviews either in person or virtually at the May 20th meeting. Ms. Saucier stated Larry Franklin III's appeal scheduled for April 15, 2020 was continued and attorneys were notified of the continuance due to the Louisiana Supreme Court's orders suspending in-person hearings. She stated Mr. Glen Cortello, attorney for Mr. Franklin, sent a letter acknowledging the continuance due to COVID-19 virus. He requested to re-fix the appeal hearing as soon as possible. Ms. Deirdre Fuller noted that the 9th JDC and LA Supreme Court allowed for children's orders and protective orders by Zoom meetings, but contested matters were not conducted virtually. Mr. Brewer stated he would prefer not to have an appeal hearing virtually and Board members agreed.

There were no items discussed under the **New Business (No action will be taken)** agenda item. Mr. Torbett adjourned at 5:08 p.m., following a motion to do so by Ms. Baker and a second by Mr. Brewer; on vote, the motion carried.



Ms. Candice Saucier
Civil Service Assistant Director



Mr. Lindsey Torbett, Chair