

**Minutes of Regular Meeting of the
Alexandria Civil Service Commission
October 19, 2022 at 4:30 p.m.**

The meeting was called to order by Ms. Connie Baker at 4:31 p.m. The Pledge of Allegiance was recited. In attendance were Commissioners: Ms. Connie Baker, Ms. Terri Blaisdell, Mr. Michael Brewer, Mr. Donald Collins, and Mr. Charles Harvey. A quorum was present. Staff members present were: Ms. Leisa Lawson, Director of Civil Service; Ms. Mildred Price, Assistant Director of Civil Service; Ms. Candice Saucier, Compensation Analyst; and Ms. LaKisha Dotson Valentine, Personnel Technician. Also present were: Ms. Monza Williams, Director of Human Resources; Ms. Deirdre Fuller, Counsel for the Commission, and Mr. Stacy Auzenne, Conflict Counsel for the Commission.

Ms. Baker 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.

Ms. Baker presented the **minutes of special meeting held September 27, 2022** for approval. A motion to approve the minutes as presented was made by Mr. Brewer, and Mr. Collins seconded. On vote, the motion carried.

Ms. Lawson and Ms. Williams reported on **filling vacant positions in the classified civil service**. As of September 30, 2022, there were 80 personnel requisitions in the Civil Service Department and 39 certified eligibility lists in Human Resources, with an average time of 48.5 days to forward a list to Human Resources. There was one (1) request to expand a certified eligibility list, and 10 personnel requisitions were closed during the month of September 2022.

Ms. Williams reported 10 candidates were selected by the Mayor in September 2022, all of whom were new hires. No candidates declined employment offers during the month of September 2022.

Ms. Lawson presented the **Report on Special Assignments of Classified Employees**. She reported there were 10 special assignments shown on the September 2022 report. The Appointing Authority requested to extend one (1) special assignment for a period of 90 days. Mr. Harvey moved to extend the special assignment for a period of 90 days, and the motion was seconded by Ms. Blaisdell. On vote, the motion carried.

Ms. Baker addressed the **Request per Department and Civil Service to Amend Classification Specification, Zoo Curator, Health, Zoo**. Ms. Saucier stated that Civil Service received a request from the Zoo Director, Zoo to amend the classification specification for Zoo Curator, Health, grade 26, one (1) position currently unfilled, Public Works Division. The amendment was requested to clarify that out-of-state candidates will be required to obtain a Louisiana Registered Veterinary Technician certification and specify the time allowed to obtain the required certification. Ms. Blaisdell moved to amend the classification specification as presented; Mr. Brewer seconded. On vote, the motion carried.

Ms. Baker addressed the **Request per Department to Adopt New Classification and Proposed Classification Specification and Assign Grade, Vet Tech/Registrar, Zoo**. Ms. Saucier stated that Civil Service received a request from the Zoo Director, with the approval of the Administration, to create a new classification of Veterinary Technician/Registrar, one (1) position, in the Alexandria Zoo, Public Works Division. The new class would serve as a dedicated position for animal records management necessary to maintain accreditation and provide much-needed assistance in animal medical care. The Minimum Qualifications would require possession of a Veterinary Technician's license, along with education and experience factors. Civil Service also conducted a market salary survey and an internal equity analysis to determine the appropriate salary grade recommendation. Civil Service recommended adopting a new classification of Veterinary Technician/Registrar, assigning it to grade 21, and approving the proposed classification specification, effective upon approved funding. Mr. Brewer moved to adopt the new classification of Veterinary Technician/Registrar, adopt the proposed classification specification as presented, and assign Veterinary Technician/Registrar to Grade 21; Mr. Collins seconded. On vote, the motion carried.

Ms. Baker addressed **Set Appeal of Timothy Leach (Docket No. 2022-03)**. Ms. Lawson reported that Mr. Leach is self-represented. She stated that he, counsel for the Appointing Authority, and Mr. Auzenne were available on November 16, 2022 for the appeal hearing. Ms. Blaisdell moved to set the Appeal of Timothy Leach (Docket No. 2022-03) for hearing on November 16, 2022, at 3:00 p.m., and Mr. Harvey seconded. On vote, the motion carried.

Ms. Baker addressed **Consideration of a Resolution Ratifying the Appointment of Special Referee John Doggett, Empowering Him to Hear and Decide the Appeals of Candice Saucier (Docket Nos. 2021-03, 2022-02)**. Mr. Auzenne explained the resolution ensured the record would be clear following the Commission's decision at its special meeting on September 27, 2022, to appoint a special referee to hear and decide Ms. Saucier's appeals. Ms. Blaisdell moved to adopt a resolution ratifying the appointment of special referee John Doggett, at the same hourly rate as Mr. Auzenne, empowering him to hear and decide the appeals of Candice Saucier (Docket Nos. 2021-03, 2022-02). Mr. Brewer seconded. On vote, the motion carried.

Ms. Lawson presented the **Director's Report**. She shared observations regarding the impact of the recently adopted Sanitation Department career ladder. She discussed Louisiana State Civil Service's annual pay report, including recommended adjustments to Louisiana State Civil Service's pay schedules and pay practices. She provided an update on the classification and compensation study. Ms. Lawson reminded the Commission to complete ethics and sexual harassment training prior to the end of the year.


Ms. Baker requested a **Motion to Recess for Executive Session to Conduct the Annual Performance Evaluation of the Civil Service Director**. Mr. Collins moved to recess for executive session; Ms. Blaisdell seconded. On roll call vote, the motion carried unanimously.

Mr. Brewer moved to exit executive session; Mr. Collins seconded. On roll call vote, the motion carried unanimously.

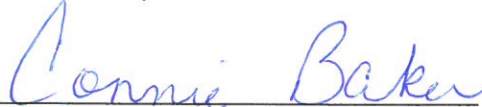
Ms. Baker addressed **Motion to Approve the Director's Annual Performance Evaluation**. She reported the Commission would take time to conduct a 360 evaluation, including interviews of the Director's peers and subordinates. She stated that the Commission anticipated completing the Director's evaluation after the first of the year.

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

The Commission adjourned at 5:24 p.m. following a motion by Mr. Collins and second by Ms. Blaisdell.



Ms. Leisa Lawson
Director of Civil Service



Ms. Connie Baker
Chairman