

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, February 21, 2012 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the meeting of the Civil Service Commission held Tuesday, February 21, 2012 @ 9:00 AM.

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN
ATTENDANCE, MOTIONS MADE AND VOTES TAKEN.**

Chairman Oneal called the meeting to order at 9:00 AM with Commissioner Reynolds present. Also present were Executive Secretary Ken Kelley and Administrative Secretary Renee Palumbo-Morgan.

1. Review and approval of the minutes of the February 6, 2012 meeting of the Civil Service Commission. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes.
2. Review and approval of the minutes of the February 8, 2012 Special Meeting of the Civil Service Commission. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes.
3. Review and action on the following applications:
 - a) Certified Police Officer – (2 applicants) – On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
4. Review and approval of the revised job description for Hydrant Maintainer/Custodian. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to remove this item from the agenda until a later date.
5. Correspondence from UPSEU Director Wayne Gilbert to Bill McGraw, Assistant Superintendent of Schools, Re: Clerk/Secretary 11 Vacancy. The Civil Service Commission requested that Executive Secretary Ken Kelley send a response letter to Mr. Wayne Gilbert explaining the proper procedure to create a new position.

Tabled Items:

1. Review and approval of the minutes of the January 3, 2012 Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to take this item off the table and put it on the agenda. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to approve the minutes.
2. Review and approval of the minutes of the January 23, 2012 Civil Service Commission meeting. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to take this item off the table and put it on the agenda. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to approve the minutes.

Old Business:

1. Status of the emergency temporary appointment of Custodian/BOE. The Civil Service Commission requested that Executive Secretary Ken Kelley send a letter to Assistant Superintendent Bill McGraw and the Board of Education informing them of the correct Civil Service procedures that need to be followed to fill Civil Service positions.

New Business:

1. Commissioner Reynolds submitted her letter of resignation effective February 29, 2012, which was noted for the record. Chairman Carlton Oneal and Executive Secretary Ken Kelley thanked her for her devoted years of service to the Commission and the Town of Hamden.

On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to adjourn at 9:36 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary