

**MINUTES
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Thursday, June 14, 2012 @ 9:00 AM
Second Floor Conference Room**

Minutes of the special meeting of the Civil Service Commission held Thursday, June 14, 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 9:03 AM with Commissioners Elliott Kerzner and Guy Guarino present. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Fire Chief David Berardesca, Deputy Fire Chief Robert Surprise, Director of Finance/BOE Michael Beldon, Assistant Town Clerk Linda Melillo and John Morrison.

1. Review and approval of the minutes of the May 21, 2012, Civil Service Commission meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes with one correction. In item one, line two, add the word "by".
2. Review and action on the following applications:
 - a) School Nurse – (1 Applicant) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.
 - b) Certified Fire Fighter – (7 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that four (4) applicants met the minimum qualifications and would move on in the process.
3. Correspondence from Assistant Superintendent of Personnel & Administration/BOE, William McGraw, requesting a temporary appointment from the Custodian # 10/BOE eligibility list to fill one position of Custodian # 10/BOE. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to grant his request for a five (5) month period or less.
4. Review and approval of the amended job description for the position of Vitals Clerk in the Town Clerk's office. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the job description.
5. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:28 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary