

**MINUTES
CIVIL SERVICE COMMISSION
Monday, October 7, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, October 7, 2013 @ 9:00 A.M.

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

Chairman Carlton Oneal called the meeting to order at 9:02 AM with Commissioner Elliott Kerzner in attendance. Also present were, Administrative Secretary Renee Palumbo-Morgan, Police Chief Thomas Wydra, Deputy Chief John Cappiello, Community Services Director Darlene Butler, Economic Development Director Dale Kroop, Human Resources Director/BOE Vanessa Ditta and Assistant Facilities Manager/BOE Frank Caraglio.

1. Review and approval of the minutes of the September 16, 2013, meeting of the Civil Service Commission. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Fire Lieutenant (Original certification on 04/02/12) – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a final six month period ending 04/02/14.
 - b) Traffic Electronic Technician (Original certification on 04/16/12) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a final six month period ending 04/16/14.
3. Review and certification of the following eligibility list(s):
 - a) Program Specialist – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.
 - b) Police Captain – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.
 - c) Police Lieutenant – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.
 - d) Police Detective – On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.
 - e) Police Sergeant – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.
 - f) Entry Level Police Officer – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the list for a six month period ending 04/07/14.

4. Review and action on the following application(s):
 - a) Plumber/BOE – (10 Applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kezner, it was the unanimous decision of the Commission that ten applicants met the minimum qualifications and would move on in the process.
 - b) School Nurse – (1 applicant) – On a motion by Commissioner Kezner, seconded by Chairman Oneal, it was the unanimous decision of the Commission that one applicant met the minimum qualifications and would move on in the process.
5. Correspondence from the Community Services Director, Darlene Butler, requesting a five month temporary appointment for the position of Community Services Technician effective October 15, 2013. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to grant Ms. Butler's request to appoint John Cabral for a five month period ending 03/07/14.
6. Correspondence from the Board of Education Human Resources Director, Vanessa Ditta, requesting a five month temporary appointment of Steven Castellano to the position of Custodian, from the Custodian Eligibility list due to an extended absence. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to grant Ms. Ditta's request and temporarily appoint Steven Castellano for a five month period ending 03/07/14.
7. Correspondence from the Community Development Director, Dale Kroop, requesting an extension of the temporary appointment of Sharon Regan as part time Clerk Typist in the Economic Development Department for five months (end date 2/17/14), or until a permanent appointment can be made. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to grant Mr. Kroop's request to extend the temporary appointment until 02/17/14.
8. Review and approval of the revised Community Services Technician job description. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the job description as written.
9. No motions were made under Old Business.
10. No motions were made under New Business.
11. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:29 A.M.

Respectfully submitted,

Renee Palumbo Morgan
Administrative Secretary