

**MINUTES
CIVIL SERVICE COMMISSION
Monday, November 4, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, November 4, 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.**

Commissioners Elliott Kerzner called the meeting to order at 9:00 AM with Commissioner Guy Guarino in attendance. Also present were, Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, and from the BOE, Human Resources Director Vanessa Ditta and Assistant Facilities Director Frank Caraglio.

1. Review and approval of the minutes of the October 21, 2013, meeting of the Civil Service Commission. On a motion by Commissioner Guarino, 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) Clerk Secretary Class 11/BOE – (original certification 05/06/13) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending, May 6, 2014
 - b) Head Custodian/BOE – (original certification 05/07/13) – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six month period ending, May 6, 2014.
3. Review and approval of the Civil Service Commission Calendar of Meetings for 2014. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the calendar of meetings for 2014.
4. No motions were made under Old Business.
5. Under New Business was a request from Human Resources Director Vanessa Ditta, requesting an open competitive recruitment for Custodian #10/BOE. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to grant her request and begin recruitment after January 1, 2014.
6. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:07 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary