

**MINUTES
CIVIL SERVICE COMMISSION
Monday, December 2, 2013 @ 9:00 A.M.
Conference Room of the Town Attorney**

Minutes of the Civil Service Commission meeting held Monday, December 2, 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 9:00 A.M. with Commissioners Elliott Kerzner and Guy Guarino in attendance. Also present were, Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Community Services Director Darlene Butler, Tax Collector John Steele, Human Resources Director Vanessa Ditta and Assistant Facilities Director Frank Caraglio.

1. Review and approval of the November 18, 2013, meeting minutes. 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) Tax Cashier – (original certification 12/19/11) – No Action, List Expires, 12/19/13
 - b) Custodian #10/BOE – (original certification 12/19/11) – No Action, List Expires, 12/19/13
3. Recertification of the temporary appointment of Luz Gonzalez to the position of Program Specialist for another 5 month period ending April 1, 2014, or until such time the position is filled permanently. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the temporary appointment of Luz Gonzalez for another five month period ending April 1, 2014, or when the position is filled permanently.
4. Plumber/BOE testing and eligibility list certification process. The Commission advised Ms. Ditta and Mr. Caraglio that written and oral testing would be necessary to certify the candidates for Plumber on an eligibility list.
5. No motions were made under Old Business.
6. Under New Business was a request from Human Resources Director Vanessa Ditta for an open competitive recruitment for Custodian #10/BOE. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment.
7. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:16 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary

