

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, September 8, 2015 @ 9:00 A.M.
Conference Room of the Town Attorney

**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, Facilities Manager Frank Caraglio, Police Chief Thomas Wydra, Human Resources Director/BOE Gary Highsmith, Purchasing Agent Philip Goodwin and Finance Director Sal DeCola.

1. Review and approval of the August 17, 2015, Civil Service Commission 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 lists:
 - a) Custodian #10/BOE – (original certification 03/17/14) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the commission to certify the list for another six (6) month period ending 03/17/16.
 - b) Clerk 6/BOE – (original certification 09/15/14) – 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 03/15/16.
 - c) Certified Police Officer – (original certification 03/16/15) – No viable names – No Action.
 - d) Clerk 9/BOE – (original certification 08/19/13) – Expired – No Action.
 - e) Clerk 11/BOE – (original certification 08/19/13) – Expired – No Action.
 - f) Assistant Town Clerk – (original certification 08/19/13) – Expired – No Action.
 - g) Clerk Typist – (original certification 09/03/13) – Expired – No Action.
 - h) Tax Collector – (original certification 09/03/13) – Expired – No Action.
 - i) Account Clerk – (original certification 09/03/13) – Expired – No Action.
3. Review and action on the following applications:
 - a) Records Division Manager – (18 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that nine (9) applicants met the minimum qualifications and would move on in the process.
 - b) Certified Police Officer – (1 applicant) – On a motion by Chairman Oneal, 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.
 - c) School Nurse – (4 applicants) – On a motion by Commissioner Guarino, 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.

Minutes (Continued)
Civil Service Commission
September 8, 2015

Page 2.

4. Request from Police Chief Thomas Wydra for the temporary appointment of Megan A. Wilson to the part time position of Website Manager. On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the appointment of Megan A. Wilson to the part time position of Website Manager for a five (5) month period commencing on 9/14/15.
5. Request from Purchasing Agent Philip Goodwin for a promotional recruitment from within AFSCME, Local 2863 and if necessary open competitive recruitment for the position of Purchasing Technician. On a motion by Commissioner Kerzner, seconded by Chairman Oneal, it was the unanimous decision of the Commission to commence with the recruitment.
6. Request from Human Resources Director/BOE Gary Highsmith for a promotional recruitment from within AFSCME, Local 431 for the position of Head Custodian. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to commence with the recruitment.
7. Review of Civil Service Rules:
 - a) Rule 14 – Correspondence from Town Attorney Sue Gruen. – Noted for the record.
8. No motions were made under Old Business.
9. No motions were made under New Business.
10. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:40 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

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TOWN CLERK
HAMDEN, CT