

MINUTES
CIVIL SERVICE COMMISSION
Monday, November 2, 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 Guy Guarino and Elliott Kerzner in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan and Police Chief Thomas Wydra.

1. Review and approval of the October 19, 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 list(s):
 - a) IT Technician – (original certification 11/17/14) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 5/17/16.
 - b) Clerk 7/BOE – (original certification 05/04/15) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 5/04/16.
 - c) Library Custodian – (original certification 05/28/15) – No viable names – No Action.
3. Review and certification of the following eligibility list(s):
 - a) Records Division Manager/Police Department – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 05/02/16.
4. Review and action on the following application(s):
 - a) Clerk 9/BOE Promotional – (16 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that 13 applicants met the minimum qualifications and would move on in the process. Three applicants were declined as the Commission was unable to evaluate their qualifications.

5. Tabled Item(s):

a) Review and approval of the revised job description for Certified Police Officer. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to remove this item from the table and add it to the agenda. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to approve the revised job description.

b) Correspondence from Police Chief Thomas Wydra requesting promotional recruitments for the positions of Captain, Lieutenant, Detective and Sergeant. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that this item remain tabled.

6. Review and approval of the Calendar of Meetings for 2016. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to approve the 2016 Calendar of Meetings.

7. No Motions were made under Old Business.

The Commission discussed the email from Liz Ditman of UPSEU regarding the qualifications of School Nurse applicants and the Commission requested that Executive Secretary Kelley contact her again requesting a response.

The Commission requested that the rough draft of the revisions made to the Civil Rules and Regulations be sent to them for review.

8. No motions were made under New Business.

9. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:33 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

REC'D AND FILED

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TOWN CLERK
HAMDEN, CT