MINUTES
CIVIL SERVICE COMMISSION
Tuesday, April 19, 2016 @ 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, Associate Library Director Nancy McNicol and BOE Facilities Manager Frank Caraglio. Police Chief Thomas Wydra arrived a few minutes late.

1. Review and approval of the April 4, 2016, Civil Service Commission meeting minutes. On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the decision of the Commission to approve the minutes with two (2) corrections. Item 5. a., replace the word met with meet and Item 6. a., replace the year 2016 with 2015. Commissioner Kerzner abstained from the vote.

2. Review and action on the following eligibility list(s):

   a) Carpenter BOE – (original certification 04/21/14) – No action. The list will expire on 04/21/16.

3. Tabled Item(s):

   a) Review and action on the temporary appointment of Megan Wilson/Computer Work/Police Department – (original appointment 09/08/15). On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to add this item to the agenda. Police Chief Wydra explained to the Commission that the temporary appointment was never completed due to the need to have Town Council and budget amendments in place.

   b) Review and certification of the eligibility list for Certified Police Officer. On a motion by Commissioner Guarino, seconded by Chairman Oneal it was the unanimous decision of the Commission to add this item to the agenda. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 10/19/16.

4. Review and action on the following application(s): These items were addressed prior to number 3. Tabled Item(s).

   a) Custodian # 10/BOE – (79 applicants) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision that 78 applicants met the minimum qualifications and would move on in the process. One applicant will move on once he signs his application.

   b) Central Communications Technician – (30 applicants- final count) – On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission that 20 applicants met the minimum qualifications and would move on in the process.

   c) Library Technical Assistant – (3 applicants) – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission that 3 applicants met the minimum qualifications and would move on in the process.

5. Review and certification of the following eligibility list(s):

   a) Librarian Technical Assistant – On a motion by Commissioner Guarino, seconded by Chairman Oneal, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending 10/19/16.

6. No motions were made under Old Business. Chairman Oneal asked for an update regarding the process for approving the revised Civil Service Rules and Regulations. Executive Secretary Ken Kelley will discuss this with Town Attorney Sue Gruen.

7. Under New Business was are request from Associate Library Director Nancy McNicol for a temporary appointment of Betsy Goldberg to fill a part time vacancy of Librarian I for a five month period ending 09/19/16 or until the position is filled permanently.

8. On a motion by Chairman Oneal, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to adjourn at 9:51 AM.

Respectfully submitted,

Kenneth S. Kelley

Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
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REC'D AND FILED BY