MINUTES
SPECIAL MEETING
CIVIL SERVICE COMMISSION
Monday, July 25, 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.

Commissioner Elliott Kerzner called the meeting to order at 9:09 A.M. with Commissioner Guy Guarino in attendance. Also present were Executive Secretary Ken Kelley and Administrative Secretary Renee Palumbo-Morgan.

1. Review and approval of the July 5, 2016, 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 certification of the following eligibility list(s):

   a) Back Tax Collector – On a motion by Commissioner Kerzner, seconded by Commissioner Guarino, it was the unanimous decision of the Commission to certify the eligibility list for a six (6) month period ending January 25, 2016.

3. Review and action on the following application(s):

   a) School Nurse – (1 applicant) – On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission that one (1) applicant met the minimum qualifications and would move on in the process.

4. Request from Finance Director Sal DeCola for an internal promotional recruitment from within AFSCME, Local 2863 only, for the position of Account Clerk and if necessary open competitive recruitment. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to commence with the recruitment.

5. Discussion regarding email sent to Mayor Leng. After discussion of the matter the Commissioners asked Executive Secretary Kelley to send a final letter to Mr. Inglese notifying him that his application was not accepted as he did not meet the minimum qualifications stated in the job description.

6. Discussion of the revisions to the Civil Service Rules and Regulations. Additional edits were made to the document and will be sent via email to the Commissioners for their final approval.

7. On a motion by Commissioner Guarino, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to adjourn at 9:37 A.M.

Respectfully submitted,

Kenneth S. Kelley

Kenneth S. Kelley
Executive Secretary

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