

**MINUTES
CIVIL SERVICE COMMISSION
Monday April 18, 2011 @ 9:00 AM
Conference Room of the Town Attorney**

Minutes of the regular meeting of the Civil Service Commission held Monday April 18, 2011 at 9:00 AM:

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 AM with Commissioner Elliott Kerzner present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Elderly Services Coordinator Suzanne Burbage, Town Planner Leslie Creane and Community Development employee Lorrie Martindale.

1. Review and Approval of the Minutes of the April 4, 2011 Civil Service Commission Meeting. On a motion by Chairman Oneal, seconded by Commissioner Kerzner, it was the unanimous decision of the Commission to approve the minutes with two (2) amendments. Under Old Business letterhead as one word and correct the spelling of Assistant.

2. Review and action on the following eligibility list(s):
 - a. Deputy Assessor – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b. Detective/PD – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - c. Sergeant/PD – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - d. Lieutenant/PD – up for recertification. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - e. Captain/PD – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - f. Deputy Police Chief – up for recertification. On a motion by Commissioner Kerzner, seconded by Chairman Oneal it was the unanimous decision of the Commission to recertify the list for another six (6) month period.

3. Review and action on the following applications:
 - a. Administrative Assistant to Boards and Commissions/Planning. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and will continue on in the process.
 - b. Administrative Secretary/Personnel/Civil Service. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission that two (2) of the five (5) applicants met the minimum qualifications and will continue on in the process.
 - c. Information Technology/Records Division Manager PD was pulled as more applications may be coming in the mail.
 - d. Outreach Counselor/Elderly Services was pulled as more applications may be coming in the mail.

1. Under **New Business** was correspondence from Elderly Services Coordinator Suzanne Burbage requesting the full five month extension for the Temporary Appointment of Jeanne Folsom. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of Commission to grant her request. The Temporary Appointment of Jeanne Folsom will expire on June 28, 2011.

2. Under **New Business** was correspondence from Assistant Superintendent of Personnel and Administration/BOE William McGraw regarding the unauthorized appointment of a Custodian. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to send another letter to Assistant Superintendent McGraw requesting the unauthorized appointment be rescinded immediately.

On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to adjourn at 10:02 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary