

MINUTES
CIVIL SERVICE COMMISSION
Monday, May 2, 2011
Conference Room of the Town Attorney

Minutes of the regular meeting of the Civil Service Commission held Monday, May 2, 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 and Commissioner Cate Reynolds present. Also present was Executive Secretary Ken Kelley, Administrative Secretary Renee Morgan, Police Chief Thomas Wydra and Police Sergeant Robert D’Aniello.

1. Review and Approval of the Minutes of the April 18, 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.
2. Review and action on the following eligibility list(s):
 - a. Certified Police Officer – up for recertification. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - b. Clerk Typist – up for recertification. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to recertify the list for another six (6) month period.
 - c. Land Records Technician – 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.
3. Certification of the following eligibility list(s):
 - a. Administrative Secretary Personnel/Civil Service. On a motion by Commissioner Reynolds, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the list for a six (6) month period.
 - b. Administrative Assistant to Boards & Commissions. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to certify the list for a six (6) month period.

4. Review and Action on the following applications:

- a. Outreach Counselor/Elderly Services (34) applicants. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that (8) applicants met the minimum qualification and will continue on in the process.
- b. IT Records Division Manager/PD (6) applicants. On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission that (2) applicants met the minimum qualification and will continue on in the process.

Under **Old Business** was a discussion regarding the rescinding of the unauthorized appointment of a BOE/Custodian. It was decided by Chairman Oneal to go into Executive Session after taking up **New Business** on the agenda.

Under **New Business** was a request from Police Chief Wydra to commence another recruitment for IT Records Division Manager/PD. On a motion by Commissioner Reynolds, seconded by Chairman Oneal it was the unanimous decision of the Commission to grant his request.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to go into Executive Session at 9:50 AM. On a motion by Chairman Oneal, seconded by Commissioner Kerzner it was the unanimous decision of the Commission to return to regular session at 10:07 AM.

On a motion by Chairman Oneal, seconded by Commissioner Reynolds it was the unanimous decision of the Commission to adjourn at 10:08 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary