

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, February 2, 2021 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This was a 100% Electronic Meeting.
Public Questions were emailed to CSC@hamden.com
The link below was provided to join the meeting.
<https://zoom.us/j/99649579879>

For a complete copy of the recording of the Civil Service Commission meeting please email a request to Administrative Secretary Renee Palumbo-Morgan at rmorgan@hamden.com.

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE AND VOTES TAKEN.**

Chairperson Andrea Lobo called the meeting to order at 9:05 A.M. with Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Deputy Police Chief Bo Kicak, Fire Chief Gary Merwede, Library Director Melissa Canham-Clyne and Community Services Director Adam Sendroff. Attendees included Lauren Garrett and newly appointed Commissioner Curt Andrews.

1. Review and approval of the January 5, 2021, Civil Service Commission meeting minutes. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Clerk 6/BOE – (original certification 08/06/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a final six (6) month period ending 08/06/2021.
 - b) Central Communications Technician – (original certification 08/06/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for a final six (6) month period ending 08/06/2021.
 - c) Library Custodian – (original certification 02/04/2020) - On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 08/04/2021.
 - d) Payroll Administrator – (original certification 07/14/2020) – No Action. The list is expired.
 - e) Entry Level Police Officer – (original certification 07/14/2020) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 07/14/2021 and that South Central be contacted to obtain updates on the status of the listed candidates availability.

3. Review and approval of the following job description(s):
 - a) Associate Library Director – (Revised) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the job description.
 - b) Community Development Program Administrator – (New) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the job description.

4. Review action on the following application(s):
 - a) Fire Captain – (10 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that 10 (ten) applicants met the minimum qualifications and would move on in the process.
 - b) Battalion Chief – (5 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that 5 (five) applicants met the minimum qualifications and would move on in the process.

5. Under Old Business Chairperson Lobo suggested that now that the Commission is fully staffed, review of the Civil Service Rules and Regulations should be initiated. Chairperson Lobo stated the time after the regular meeting be allocated for this review and the pertinent documents to be reviewed will be sent to Commissioner Andrews.

6. Under New Business Executive Secretary Kelley welcomed newly appointed Commissioner Curt Andrews to the Commission. All in attendance expressed their excitement to work with Commissioners Andrews to do what is right for the Town.

7. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:47 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

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TOWN CLERK
HAMDEN, CT