

**MINUTES
CIVIL SERVICE COMMISSION
REGULAR MEETING**

Tuesday, August 15, 2023 @ 9:00 A.M.

This will be a 100% Electronic Meeting.

Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.

Public Questions can be emailed to CSC@hamden.com

Zoom link:

<https://hamden.zoom.us/rec/share/YmMhfZHAW3wuNJpTxrFrXz2HnAYADF0rkvxUHsMJh-sP4eTUAPvOVNsSmZkxGk5j.Vwh045C22yL05p7d?startTime=1692104441000>

****If you are reviewing a print copy of these minutes and wish to view the meeting recording, please visit the Agenda Center at www.hamden.com/AgendaCenter. Then, review the recording by downloading the digital version of these minutes and following the instructions above.**

Public questions were be emailed to CSC@hamden.com

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

Chairperson Lobo called the meeting to order at 9:04 a.m., with Commissioner Helen Ward in attendance. Also present were: Director of Human Resources Brigitte Cogswell, Administrative Assistant Erica Blue, Human Resources Officer Nadia Balassone, Library Director Melissa Canham-Clyne, Finance Director Curtis Eatman and Acting Police Chief Timothy Wydra.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:04 a.m.
- 2. Public Input**—No Public Input.
- 3. Review and approval of the following minute(s):**
 - a. Regular Meeting August 1, 2023—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the minutes.
https://www.hamden.com/AgendaCenter/ViewFile/Minutes/_08012023-3888

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

- a. Part-Time Patron Associate—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to certify the new eligibility list.
<https://www.hamden.com/DocumentCenter/View/8728/PT-Patron-Associate-Elig-List-08142023>
- b. Full-Time Patron Associate —On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to certify the new eligibility list.
<https://www.hamden.com/DocumentCenter/View/8729/FT-Patron-Assoc-Elig-List-08152023>

5. Review and approval of the follow job description(s):

- a. Children’s Librarian I—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the decision of the Commission to approve the job description. <https://www.hamden.com/DocumentCenter/View/8714/Child-Lib-I-JD-082023>
<https://www.hamden.com/DocumentCenter/View/8718/Memo-for-CSC-RE-Children-Lib-I>
6. **Correspondence from Library Director Melissa Canham-Clyne requesting a promotional and if necessary, open and competitive recruitment for the position of Children’s Librarian I**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the decision of the Commission to approve the recruitment.
<https://www.hamden.com/DocumentCenter/View/8717/RTF-Childrens-Lib-I>
7. **Correspondence from Acting Police Chief Timothy Wydra requesting removal of one (1) applicant from the Central Communications Technician eligibility list**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the decision of Commission to remove the candidate from the eligibility list.
<https://www.hamden.com/DocumentCenter/View/8716/CCT-Removal>

8. **Correspondence from Finance Director Curtis Eatman requesting a temporary appointment of Jared Galarza to the position of Pension Accountant**—On a motion by Commissioner Ward, seconded by Chairperson Lobo, it was the decision of the Commission to approve the temporary appointment.
<https://www.hamden.com/DocumentCenter/View/8715/Temp-Appt-PA-082023>
9. **Executive Session**—No Executive Session.
10. **New Business**—No New Business.
11. **Old Business**—No Old Business.
12. **Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to adjourn 9:14 a.m.

Respectfully submitted,



Nadia Balassone
Human Resources Officer