

**CIVIL SERVICE COMMISSION
REGULAR MEETING
JANUARY 18, 2011**

The Civil Service Commission of the City of Milford held their Regular Meeting on Tuesday, January 18, 2011 at 5:00 PM in Conference Room C of the Parsons Government Complex.

1. Chairman R. Winfield called the meeting to order at 5:05 p.m.

2. Roll Call

Board Members Present

R. Winfield

R. Dowin

J. Baldwin

T. Toohey

Also Present

John O'Connell

G. Martelon, Esq.

Joan Cagginello

Kathy Scarinzi

Joan Braun

Joan Campbell

Loretta Toomey

Kathleen Kaminski

Lauren Pisacane

3. Chairman Winfield turned the meeting over to John O'Connell for elections. R. Dowin nominated R. Winfield as Chairman. J. Baldwin seconded the motion and the motion passed unanimously. R. Dowin nominated T. Toohey as Vice Chairman. J. Baldwin seconded the motion and the motion passed unanimously.

4. R. Winfield asked if there were any additions or deletions to the minutes of the March 15, 2010 meeting, and as there were none, R. Winfield asked if there were any additions or deletions to the minutes of the May 17, 2010 meeting and there were none. R. Winfield asked if there were any additions or deletions to the minutes of the June 29, 2010 meeting and as there were none. R. Dowin made a motion to approve the minutes of the March 15, 2010, May 17, 2010 and June 29, 2010 meetings. J. Baldwin seconded the motion and it passed unanimously.

5. A short discussion was held concerning extension of the Clerk A list. J. O'Connell commented that while a number of employees have been hired from the current list, the list still has many quality candidates and therefore should be extended to September 29, 2011. J. Baldwin asked why September 29 and J. O'Connell explained that extending the list through September 29, 2011 would be the maximum time allowed by the Civil Service rules.

6. Chairman Winfield asked if anyone had any questions or comments concerning the proposed changes to the Public Health Nurse job description. As there were none, Joan Cagginello, Nurse Administrator, spoke about the fact that the previous job description had not been updated since 1988, that it was outdated and that the nurses felt it was important that the description be made current. She went on to say that there had been quite a few changes since that time for instance; the nurses are no longer required to attend Blood Bank events. Kathy Scarinzi, President/Chairman of the Registered Professional Nurses Association of Milford, explained that a lot of effort was put into the revision of the job description with the assistance of Ms. Cagginello

and Dr. McBride and that a number of drafts had been submitted to the Union and that the version before the Commission was approved by the Union in December.

J. Baldwin asked if the position differed from positions in other towns. J. Cagginello explained that the Milford nurses are Public Health nurses and so they not only participate in the schools, but also take part in events such as public immunization clinics. J. Baldwin asked if the nurses must work at the school which the City designates and J. Cagginello explained that aspect is worked out taking into consideration many things including the age of the children in the school, etc. J. Baldwin asked if the changes to the job description have been reviewed by the Personnel Director or the City Attorney's office. J. O'Connell offered that he has reviewed the changes but that the City Attorney's office has not.

J. Baldwin made a motion to accept the new job description for Public Health Nurse. R. Dowin seconded the motion and it passed unanimously.

7. Chairman Winfield called for the report of the Personnel Director. J. O'Connell said that negotiations with the bargaining units will begin again in February. With regard to grievances, he stated that many of them are worked out before a formal hearing takes place. He noted the exception of MSA which grievances are not heard by the Personnel Director, but proceed directly to the Civil Service Commission. J. O'Connell mentioned that the current lists include many quality applicants due to the poor economy. He also mentioned that job descriptions and tests continued being looked at and reviewed for relevancy and possible changes in order to obtain the best candidates.

8. The open jobs report was reviewed.

9. J. Baldwin made a motion to amend the agenda to include the 2011 meeting schedule and meeting time change. R. Dowin seconded the motion and all were in favor. J. Baldwin then made a motion to approve the 2011 meeting dates and meeting time change to 5:00 PM. R. Dowin seconded the motion and all were in favor.

10. T. Toohey made a motion to adjourn. R. Dowin seconded the motion and all were in favor. The meeting adjourned at 5:23 PM.

Attest:

Lauren Pisacane