

**CIVIL SERVICE COMMISSION
REGULAR MEETING
February 17, 2015**

The Civil Service Commission of the City of Milford held their regular meeting on Tuesday, February 17, 2015 at 5:00 PM in the Human Resources Office in the Parsons Government Complex.

1. Chairman T. Toohey, called the meeting to order at 5:05 p.m.

2. Roll Call

Board Members Present

J. Haselkamp
H. Healey
J. Tantimonaco
T. Toohey

Also Present

T. Barnes
L. Pisacane

Board Members Absent

J. Baldwin

3. H. Healey made a motion to approve the minutes of the January 20, 2015 meeting, J. Haselkamp seconded the motion. All were in favor.

4. There was no old business.

5. There was no new business.

6. T. Barnes explained her long term goal of bringing the administration of all employee benefits into the Human Resources Department. She stated that she had originally planned to reduce the Pension Administrator position to a part time position and add another part time position to administer the other benefits. When the Pension Administrator went on to another department, the opportunity arose to create a full time Benefits Specialist position.

7. T. Barnes began her report by stating that she is on the selection committee chosen to interview insurance consultants. She said that five consultants were interviewed, that the interviews went very well, and that the committee is very close to selecting one of them.

T. Barnes touched on the Anthem data breach and said that emails were being sent to all City employees to provide information. She stated that there is an Anthem website, AnthemFacts.com that has been set up to help deal with questions and to sign up for identity theft protection.

Next, she mentioned that like a lot of other municipalities, the City has many employees nearing retirement age that have questions about social security. To that end, she scheduled a speaker from the Social Security Administration to make a presentation to employees and their spouses. The presentation will be held on February 24, 2015 at 4:00 p.m. in City Hall.

Next T. Barnes spoke about the Wellness Committee. She stated that the results of a recent survey of employees indicated that employees wanted more information about their health plan. In response, she coordinated an educational series with Anthem so that employees would have the opportunity to get to know their plan. The series was a success. Also, as a result of the survey, two sub-committees were formed to explore a fitness area for employees and healthy food options.

T. Barnes stated that using a new software program, this coming week over 75 applicants for Administrative Assistant in the Health Department would be tested for typing. She said it is a pass/fail test and that those who pass will go on to be tested in other areas of administrative skills.

She stated that contract negotiations with MEA are ongoing and that the second on the record meeting will take place this month.

8. T. Barnes went over the open jobs report.

9. J. Haselkamp made a motion to adjourn, H. Healey seconded the motion and the meeting adjourned at 5:20 p.m.

Attest:

Lauren Pisacane