

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
March 17, 2014**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, March 17, 2014 at 5:00 PM in Conference Room C of the Parsons Government Complex.

1. Acting Chairman, T. Toohey, called the meeting to order at 5:01 p.m.

2. Roll Call

Board Members Present

J. Baldwin  
J. Haselkamp  
H. Healey  
J. Tantimonico  
T. Toohey

Also Present

T. Barnes  
L. Pisacane

Board Members Absent

None

3. T. Toohey asked T. Barnes if the Commission had any vacancies and T. Barnes said that it did not. J. Haselkamp made a motion to approve the minutes of the meeting of January 28, 2014, J. Baldwin seconded and the motion passed unanimously.

4. T. Toohey said that the next item on the agenda is elections. J. Haselkamp nominated T. Toohey for Chairman, H. Healey seconded and all were in favor. J. Haselkamp nominated J. Baldwin for Vice Chairman, H. Healey seconded and all were in favor.

5. There was no new business.

6. T. Barnes introduced Janice Tantimonico and explained that the Mayor appointed her to fulfill the remaining term of R. Dowin who passed away on the date of the last Civil Service Commission meeting. T. Barnes said J. Tantimonico is the Human Resource Manager for the City of Stamford Housing Authority and currently manages 100 employees in four different unions. Previously, J. Tantimonico had worked for BIC Corporation and Sargent. She holds graduate and undergraduate degrees. All welcomed her to the Commission.

7. T. Barnes spoke of the search for a new Director of Public Works. She explained that after screening all the applicants she was able to narrow the field to 22 of which 18 were interviewed, a few applicants having backed out for one reason or another. Of the eighteen candidates interviewed by the panel, 4 were identified as finalists for interview by the Mayor. Background checks were conducted and the Mayor is now deciding between two of the four candidates he interviewed. J. Haselkamp asked when the former Public Works Director had retired and T. Barnes said in November, and added that a foreman was appointed Acting Public Works Director in the interim.

T. Barnes went on to say that the City's website is new and that the webpage for the Personnel Department has been updated with the new office hours, 8:00 AM – 4:30 PM, and that Union and Pension Contracts have been added for convenience. She stated it is her intention to add further items such as City policies, etc.

T. Barnes stated that the department is in the process of updating the Job Application and she hopes to have a new one in place sometime in April. She stated that the department conducted an audit of CDL drivers to insure that everyone who should be in the drug and alcohol testing pool is in it and everyone whose job description requires a CDL is in possession of one. There was a brief discussion of some new DOT requirements and it was mentioned it is now more stringent and precludes some drivers, for instance, those with pacemakers.

T. Barnes stated that she had been working with the Finance and MIS departments to implement Kronos Timekeeping and Attendance in the Public Works Department and expects it will be rolled out to the rest of the City in the coming months. J. Baldwin asked who would be exempt from clocking in and out and T. Barnes said no one would be exempt, not even the Mayor. She said policies are being developed and that some policies would be flexible and at the discretion of the individual department heads. J. Baldwin asked what would happen if someone came in late, but wanted to stay to make up the time at the end of the day. T. Barnes reiterated that the policy is being developed, but the idea is that the individual department head would have the discretion to decide whether the employee could make up the time at the end of the day or use paid time off, however no final decisions have been made.

T. Barnes stated that pension agreement negotiations with the Police and Fire unions are set to begin next week.

J. Baldwin asked how the hiring freeze affected any open positions and T. Barnes answered that the Mayor allowed the Office Assistant position in the Library to go forward because an offer had already been extended. T. Toohey asked if there would be any layoffs and T. Barnes mentioned that the Board of Finance had cut the Assistant City Planner position from the budget, but that the Board of Aldermen still had to vote on it. J. Haselkamp asked about the open Animal Control Officer position and T. Barnes said that one of the Assistant Animal Control Officers has been appointed Acting Animal Control Officer.

T. Barnes discussed the Open Jobs Report as part of the Personnel Director's report to the Commission.

8. T. Toohey called for a motion to adjourn the meeting. H. Healey made the motion, J. Baldwin seconded the motion and all being in agreement the meeting adjourned at 5:15 PM.

Attest:

Lauren Pisacane