

**CIVIL SERVICE COMMISSION
REGULAR MEETING
August 15, 2016**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, August 15, 2016 at 5:00 PM in Conference Room C in the Parsons Government Complex.

1. J. Haselkamp, called the meeting to order at 5:01 p.m.

2. Roll Call

Board Members Present

J. Tantimonico

T. Holland

J. Haselkamp

Also Present

T. Barnes

L. Kelliher

D. Joseph

Board Members Absent

H. Healey

J. Baldwin

3. T Holland made a motion to approve the minutes of the July 18, 2016 meeting J. Tantimonico seconded the motion and the motion passed unanimously.

4. There was no old business.

5. New Business: Deepa Joseph, Director of Health spoke about recruiting for 3 school nurses and the challenges they have faced recruiting school nurses because of the low salary. Many candidates have chosen other positions because the salary wasn't competitive with other offers the candidates received. T. Barnes stated that they have had 3 recruitment panels in the last 12 months which has created 3 lists of eligible candidates. This is the fourth recruitment and they have exhausted the final list. If salaries prevent the final 3 candidates from accepting the positions, they will need start another recruitment. T. Holland made a motion to amend the agenda to allow for the 2 and 3 candidates to be considered at step 2 as well. J. Tanitmonico seconded the motion.

D. Joseph spoke about Ms. Troy's background as a nurse. Ms. Troy brings 18 years of experience working in both hospitals and schools. Ms. Troy's vast experience and knowledge supports the request for hiring at step 2. Ms. Joseph also spoke about the background and experience for the other two candidates. She stated that each would bring a great deal to the position and it is for this reason Ms. Joseph requests the option to hire at step 2 for the additional two candidates, if needed.

T. Holland made a motion to approve hiring Ms. Troy at step 2 and allow the department to consider step 2 for the second and third candidates as well. J. Tantimonico seconded the motion. J. Haselkamp stated that at the next meeting they would review and finalize the second and third candidates salary as needed.

6. T. Barnes noted the changes in job descriptions for Process Operators and Treasurer/Payroll Administrator.

7. T. Barnes gave her Director's report and said that there were 11 candidates for the Assistant Director of Public Works. This is a non-rep. position and the range and step were already in the

approved budget and would not need to go before the commission for approval. Oral examinations for 8 of the candidates were completed today and the final three were scheduled for Tuesday, August 16, 2016. The recruitment panel would narrow the pool to the final three or four candidates. The Mayor would then meet with the final candidates and then a selection would be made.

Ms. Barnes advised that recruitment is in progress for the Treasurer/Payroll Administrator because the current employee retired. The recruitment needed to be extended in order to have a bigger candidate pool. There will be a written examination, a performance examination particularly looking for advanced Excel skills, and an oral examination. The written examination is scheduled for September 2016.

An exam has been ordered for the Wastewater Process Operators. Ms. Barnes will be working to get those examinations scheduled.

Ms. Barnes stated that Mr. Gleason declined the position of Building Inspector. Mr. Gleason would have retired and started receiving a CMERS pension. Since the City of Milford participates in the CMERS pension for Police and Fire Survivor Pensions as well as the Housing Authority, Mr. Gleason would not be able to collect his pension from the Town of Weston if he worked for the City of Milford. Therefore, he declined the position. The Building Inspector vacancy will be posted this week.

Ms. Barnes provided an update on the status of the fire, police, nurse, and dispatcher contract negotiations.

7. T. Barnes discussed the Open Jobs Report and the status of each of the open jobs.

8. J. Haselkamp made a motion to adjourn the meeting, T. Holland seconded the motion and the meeting adjourned at 5:22 p.m.

Attest:

A handwritten signature in black ink, appearing to read "Lynn A. Kelliher", written in a cursive style.

Lynn A. Kelliher