

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
OCTOBER 21, 2013**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, October 21, 2013 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

J. Baldwin

R. Dowin

H. Healey (left at 5:31 p.m.)

T. Toohey

Also Present

D. Kelly

L. Pisacane

L. Sgrignari

Board Members Absent

none

3. R. Winfield requested a motion to approve the minutes of the meeting of January 22, 2013. J. Baldwin made the motion, R. Dowin seconded and the motion passed unanimously.

R. Winfield called for a motion to move agenda items #5 and #6 up to items #4 and #5. J. Baldwin made the motion, R. Dowin seconded and the motion passed unanimously.

4 & 5. Dr. McBride spoke at length about the change of title and job description for Community Health Coordinator to Deputy Director of Health and the change of title and job description for Nurse Administrator to Director of Nursing. He explained that it made sense to change the Nurse Administrator position, formerly a year round position, to a 10+ month position to make recruitment easier. He explained that the desired applicant pool consists of school nurses and that they seek the same or similar schedule to that of the schools. He wanted the Director of Nursing position to focus more on the clinical aspects of the position and less on administrative details that would be assumed by the Deputy Director of Health position, formerly Community Health Coordinator. T. Toohey wanted to know if the positions were newly added positions in the budget, or if they replaced positions that would be removed from the budget. D. Kelly said the old positions would be removed from the budget. J. Baldwin wanted to know if the positions would be removed from the salary ordinance. D. Kelly said that they would be. J. Baldwin made a motion to approve the changes in job titles and job descriptions. R. Dowin seconded the motion. All were in favor.

D. Kelly asked for a two minute recess. R. Dowin made the motion for a two minute recess, J. Baldwin seconded the motion. All were in favor.

6. Passed.

7 & 8. D. Kelly spoke about several positions that were posted, advertised and referred to the Public Works Department. She explained that the Director said he was waiting for the interviews to be set up and that he would get back to her with a timeframe for interviewing for the three open positions.

D. Kelly gave an update on the search for a new Personnel Director. She said that interviews were held and three applicants were referred to the Mayor for his consideration. She said references are now being checked.

There was a discussion held regarding whether or not the annual meeting schedule had to be approved/voted on. The discussion ended with a motion from J. Baldwin to approve the meeting schedule for 2014. R. Dowin seconded the motion and all were in favor.

J. Baldwin asked what happened to the Library Director position that was mentioned on the last agenda. D. Kelly explained that it was not carried over to this agenda because it is not a Civil Service position.

6. L. Sgrignari said that since there was an apparent miscommunication concerning (now) item #6 on the agenda, (no one showed up on the employee's side), a special meeting would have to be held no later than November 2<sup>nd</sup> for the grievance to be heard by the Commission. H. Healey said that he was only available next week on Tuesday, the 29<sup>th</sup>. J. Baldwin made a motion to conduct a special meeting to hear Grievance #01-13/14 on Tuesday, October 29, 2013 at 5:00 p.m. H. Healey seconded the motion and the motion passed unanimously.

J. Baldwin made a motion to adjourn the meeting. R. Dowin seconded the motion and the meeting adjourned at 5:34 PM.

Attest:

Lauren Pisacane