

**UNAPPROVED  
CIVIL SERVICE COMMISSION  
REGULAR MEETING  
September 21, 2020**

The Civil Service Commission of the City of Milford held a regular meeting on Monday, September 21, 2020 at 5:00 p.m. via teleconference.

1. J. Tantimonico called the meeting to order at 5:08 p.m.

2. Roll Call:

Board Members Present:

J. Tantimonico  
J. Baldwin  
T. Holland

Also Present

T. Barnes  
J. Boanno  
C. Saley  
S. Johnson

Absent

J. Haselkemp  
H. Healey

3. Minutes:

T. Holland made a motion to approve the minutes of the March 16, 2020 meeting. J. Baldwin seconded the motion. All were in favor.

4. There was no old business.

5. New Business:

Director of Public Works C. Saley discussed the request for the creation of the classifications and approval of job descriptions for Working Leader – Drainage & Paving and Working Leader – Truck Driver/Tree Equipment Operator. J. Baldwin made motions to approve both positions. T. Holland seconded them. All were in favor.

6. Approval of Qualifications:

T. Barnes requested the approval of revisions to the job descriptions for Engineering Technician, Assistant City Clerk, IT Manager and Secretary. J. Baldwin made motions to approve each job description. T. Holland seconded them. All were in favor.

7. Report of Human Resources Director:

T. Barnes discussed the recent resignation of the Benefits & Pension Coordinator. The employee has agreed to work for a few hours a week until a replacement is hired. She also mentioned HR has been busy with performance testing and interviewing for various vacancies which have been more challenging than usual since interviews have mostly been via teleconference and testing has been subjected to limited seating capacity to follow proper social distance protocol. She added that HR has also been busy with job applications and the retirements of several key employees.

Three Bargaining Agreements have expired as of June 30, 2020 and initial conversations about negotiations that were placed on hold when COVID-19 hit in March/April have started back up. She added that HR has been staying updated with changes regarding COVID-19 and relaying memos to employees as changes occur.

8. Open Jobs Report:

T. Barnes ran through the list of 30+ vacant jobs and each of their status. Some discussion ensued about the high number of vacancies which are a result from retirements and jobs that have remained vacant for a long period.

9. T. Holland made a motion to adjourn and J. Baldwin seconded. The meeting adjourned at 5:33 p.m.

Attest:

John Boanno