**UNAPPROVED CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**JULY 17, 2023**

The Civil Service Commission of the City of Milford held a regular meeting on Monday, July 17, 2023 at 5:00 p.m. via teleconference.

1. J. Haselkamp called the meeting to order at 5:01 p.m.
2. Roll Call:

Board Members Present: Also Present Absent

J. Haselkamp T. Barnes N/A

H. Healey J. Boanno

T. Holland

J. Tantimonico

1. Minutes:

J. Tantimonico made a motion to approve the minutes from the June 19, 2023 meeting and T. Holland seconded. All were in favor.

1. Old Business:

There was no old business.

1. New Business:

T. Barnes requested the approval of the job description for a new job classification: Treasury/Finance Specialist within the Finance department. This new position was added to the budget by the Finance Director as a more advanced clerical position to assist the City Treasurer with the back end work such as bank reconciliation and general entry journals. H. Healey made a motion to approve the job description for the new Treasury/Finance Specialist job classification and T. Holland seconded. All were in favor.

1. Report of Human Resources Director:

T. Barnes discussed wrapping up end/beginning of fiscal year tasks; processing Cost of Living Adjustments (COLA) for the police and fire retirees; gathering end of year information for actuaries; wrapping up a walking challenge with the wellness committee; recruiting and onboarding, filling half of our vacant jobs; an HR intern was hired for the summer to assist with special projects; wrapped up Open Enrollment and processing employee insurance changes; working with the Payroll Department on step and general wage increases.

1. Open Jobs Report:

The City is currently down to approximately 24 job vacancies with the majority of the vacancies coming from Public Works; A Night Custodian position was posted and a Maintainer position will be posted due to the eligibility lists expiring; Truck Driver/Laborer positions will be posted soon due to several employee resignations; recently filled positions include an Assistant City Clerk, two Clerk A’s, two Truck Driver/Laborers, a Maintainer and a Mason among others.

1. H. Healey made a motion to adjourn and T. Holland seconded. All were in favor. The meeting adjourned at 5:12 p.m.

Attest:

John Boanno