**CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**MARCH 19, 2018**

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

March 19th at 5:30 PM in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp, called the meeting to order at 5:23 p.m.

2. Roll Call

Board Members Present Also Present

J. Baldwin T. Barnes

J. Haselkamp L. Pisacane

T. Holland

H. Healey

Board Members Absent

J. Tantimonico

3. Henry Healey made a motion to nominate J. Haselkamp for Chairman. T. Holland seconded the motion. All were in favor. J. Haselkamp made a motion to nominate J. Baldwin for Vice Chairman. T. Holland seconded ands all were in favor.

4. J. Baldwin made a motion to approve the minutes of the November 20, 2017 meeting. T. Holland seconded the motion. All were in favor.

5. There was no old business.

6. T. Barnes spoke about extending the list of candidates for Public Works Office Manager. She explained that shortly after the list was generated, a hiring freeze was implemented. She stated that the list is still viable and that extending it would save Human Resources from having to advertise and test all over again. J. Baldwin asked if the people on the list were still interested. Ms. Barnes said that so far only one candidate came off the list. T. Holland made a motion to extend the list for six months. J. Baldwin seconded the motion. All were in favor.

7. Changes to the job description for Sanitarian II, were briefly discussed and noted for the record.

8. T. Barnes gave her report. She said that contract negotiations with the Police and Police Dispatchers have concluded and the City is in the process of updating wages and retroactive pay increases. She said there is a TA with Fire Civilian Dispatchers and negotiations with the Nurses continue. She said the City started the second phase of the financial system conversion to Munis. The first phase consisted of the financial side and now they are concentrating on the Payroll/Human Resources side of the conversion. She expects the project to go live January 1, 2019.

T. Barnes stated that the City put out an RFP for benefits administration. She said that the last time this was done more than 6 years ago and that it is best practice to go out to bid periodically. She mentioned that this time there is a review committee comprised of Board of Education and City union representatives as part of the process, and that Milliman, the City and BOE’s healthcare consultant will oversee the project.

T. Barnes stated that she is looking to secure a summer intern and has contacted Fairfield University in this regard. She stated that the City’s wellness program is going well and that the City received a Gold Award from the Business Council of Fairfield County. The City recently began a Weightwatchers at Work program and that participating employees have lost over 200 pounds in 5 weeks. The Lunch & Learn series continues having held programs in January and February with plans for more in March and April. Additionally, a Walking Challenge is being planned for the spring. T. Barnes also mentioned that on 3/23/18, the City is advertising an RFQ for the Pension Board’s administrative services because the City received an advisory from the State Treasurer concerning the low rating of the current provider, Wells Fargo.

T. Barnes stated that work on the revision of outdated job descriptions continues.

9. In her Open Jobs Report, T. Barnes reviewed the status of each of the many open positions as well any positions which are in the process of being filled, or which have been recently filled.

10. H. Healey made a motion to adjourn and J. Baldwin seconded. The meeting adjourned at 5:54 p.m.

Attest:

Lauren Pisacane