

CIVIL SERVICE COMMISSION
JUNE 15, 2009

A regular meeting of the Civil Service Commission was held on June 15, 2009 at 7:00PM in Conference Room C in the Parsons Government Complex. Present were Commissioners Coffey, Dowin, Healy, Toohey, and Winfield. Personnel Director John O'Connell was in attendance.

The meeting was called to order by Chairman Winfield at 7:03PM.

Item 1. The minutes of the January 20, 2009 meeting were considered. Ms. Dowin made a motion to accept and Mr. Healy offered a second. The motion passed unanimously.

Item 2. Mr. O'Connell reported that at the beginning of the next fiscal year there will be much activity in filling vacant positions. He noted that the Pension Administrator who began the job in September of 2008 has resigned and already left City employment. This does burden the department as virtually all of the duties and training of a new Administrator falls to Lauren Pisacane, the Administrative Assistant who held the position for several years. Her effort in this transition situation is greatly appreciated.

Item 3. Chairman Winfield led a discussion of the Open Jobs Report. Mr. Coffey noted the position of Accountant was removed from the budget. Mr. O'Connell explained this was the position created in the current fiscal year and not filled. It was not the position formerly held by Walter Hug and currently held by Peter Erodici.

Item 4. Mr. O'Connell explained the need to extend the lists for Truck Driver and Building Custodian to the two year maximum. Ms. Dowin made a motion to approve and Mr. Healy seconded. The motion passed unanimously.

Item 5. Mr. O'Connell briefed the Commission the open position of Garage Foreman including the level of staffing within the division and scope of its work and budget.

Item 6. A motion was made by Ms. Dowin and seconded by Mr. Healy to go into executive session for the purpose of discussion of a personnel matter. The motion passed unanimously.

A motion was made by Ms. Dowin and seconded by Mr. Healy to leave executive session. It passed unanimously.

A motion to adjourn was made by Mr. Healy and seconded by Mr. Coffey. The motion passed unanimously.

The meeting was adjourned at 7:35PM.

ATTEST:

John H. O'Connell