**CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**OCTOBER 20, 2017**

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

October 16, 2017 at 5:00 PM in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp, called the meeting to order at 5:03 p.m.

2. Roll Call

Board Members Present Also Present

J. Baldwin T. Barnes

J. Haselkamp L. Pisacane

T. Holland

J. Tantimonico

Board Members Absent

H. Healey

3. T. Holland nominated J. Haselkamp for Chairman. J. Baldwin seconded the motion and all were in favor. T. Holland nominated J. Baldwin for Vice Chairman, J. Haselkamp seconded the motion and all were in favor.

4. Chairman Haselkamp asked for a motion to approve the minutes of the December 19, 2016 meeting. J. Baldwin made a motion to approve the minutes and J. Tantimonaco seconded the motion. All were in favor except for T. Holland who abstained as she was not present at the December 19th meeting.

5. There was no old business.

6. There was no new business.

7. Changes to the job description for Administrative Assistant – Health were noted for the record. T. Barnes mentioned that the job description was first revised in 2014 and that this most recent revision was made in order to be compliant with current ADA requirements.

8. T. Barnes gave her report. Of note was the settlement of a new collective bargaining agreement with the firefighters union. The Union agreed to a high deductible healthcare plan for new hires, a newly created position of Deputy Fire Marshall, and a broadened scope of management rights. The City reached tentative agreements with the Police Dispatchers, Fire Dispatchers and the Police. Negotiations with the Public Health Nurses are ongoing.

T. Barnes spoke of the upcoming 4th annual Health Fair which under her direction and with the help of department staff and members of the City’s wellness committee, *Wellness Works*, the size of the fair and attendance has grown each year. She reported that this is the second year the public is being invited to participate, and the list of vendors has grown significantly in large part by word of mouth and advertising made possible by the cooperation of the the Fire and Community Development departments.

T. Barnes mentioned the State budget situation and that in light of this, many open job positions are not being filled until such time as a settlement is reached and the impact on the City finances is realized. She went on to say that her department has been busy helping managers cope with the vacancies, assisting with providing temporary employees, and other solutions.

T. Barnes went on to report that the City is undergoing a conversion of its financial system from New World (AS400) to MUNIS. It is expected to go live by July 1, 2018.

9. In her Open Jobs Report, T. Barnes reviewed the status of each of the many open positions as well any positions which were recently filled.

10. T. Holland made a motion to add the schedule of 2017 meetings to the agenda, J. Baldwin seconded the motion and all were in favor. J. Baldwin made a motion to approve the 2017 schedule of meetings, J. Tantimonaco seconded the motion and all were in favor.

10. J. Baldwin made a motion to adjourn and J. Haselkamp seconded. The meeting adjourned at 5:28 p.m.

Attest:

Lauren Pisacane