

**CIVIL SERVICE COMMISSION
REGULAR MEETING
September 16, 2019**

The Civil Service Commission of the City of Milford held a special meeting on Monday, September 16, 2019 at 5:00 p.m. in Conference Room C in the Parsons Government Complex.

1. Chairman J. Haselkamp, called the meeting to order at 5:02 p.m.

2. Roll Call:

Board Members Present

J. Haselkamp

J. Baldwin

H. Healey

T. Holland

Also Present

T. Barnes

Absent

J. Tantimonico

3. Minutes:

J. Baldwin made a motion to approve the minutes of the July 15, 2019 meeting. H. Healey seconded. All were in favor.

4. There was no old business.

5. New Business:

a) Ms. Barnes discussed her request to obtain approval to hire a candidate for the Human Resources Generalist position at a step beyond the minimum. Following some discussion, H. Healey made a motion to approve hiring the selected candidate for the position of Human Resources Generalist at Step 2 (Midpoint) and T. Holland seconded the motion. All were in favor.

6. Ms. Barnes stated that the HR Department was busy working on recruitment, scheduling exams, both performance and oral boards for numerous vacancies in the Public Works, HR and other departments throughout the City. The HR Department and Payroll Unit have been busy working through some conversion "hiccups" as well as implementing new procedures for the HRIS system and payroll process.

8. T. Barnes provided a general overview of all of the vacancies by departments.

9. H. Healey made a motion to adjourn and T. Holland seconded. The meeting adjourned at 5:19 p.m.

Attest:

Tania R. Barnes, SHRM-SCP