**APPROVED**

**CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**February 16, 2021**

The Civil Service Commission of the City of Milford held a regular meeting on Tuesday, February 16, 2021 at 5:00 p.m. via teleconference.

1. J. Haselkamp called the meeting to order at 5:00 p.m.
2. Roll Call:

Board Members Present: Also Present Absent

J. Haselkamp T. Barnes N/A

J. Baldwin J. Boanno

H. Healey P. Erodici

T. Holland

J. Tantimonico

1. Election:

T. Holland nominated J. Haselkamp as Chairman and H. Healey seconded. All were in favor. H. Healey nominated J. Tantimonico for Vice Chairman and J. Baldwin seconded. All were in favor.

1. Minutes:

J. Baldwin made a motion to approve the minutes from the December 21, 2020 meeting and T. Holland seconded. All were in favor and T. Holland abstained since she was not in attendance at that meeting.

1. Old Business:

There was no old business.

1. New Business:

Finance Director, Peter Erodici discussed the request to hire the selected candidate for the position of Information Technology Manager at Step 4 of the salary range. He further discussed the candidate and his extensive professional experience working for the City of Milford on a temporary acting basis for the past two years. J. Haselkamp requested a copy of the resumes moving forward when requesting a step above salary range for a selected candidate which T. Barnes agreed to provide. T. Holland made a motion to hire the candidate at a Step 4 weekly rate of $1,963.64 and J. Baldwin seconded the motion. All were in favor and J. Haselkamp abstained due to a conflict of interest since he previously worked with the selected candidate’s spouse.

1. Report of Human Resources Director:

T. Barnes discussed the ongoing training process of the new HR Benefits and Pension Coordinator; Working closely with the Health Department on COVID-19 related issues including vaccinations currently taking place in our building; Ongoing recruiting and retirements; Candidate testing including tests over the past several weeks for the Clerk A position for over 100 candidates.

1. Open Jobs Report:

T. Barnes discussed the 37 job vacancies we currently have, not including the Police, Fire and Human Services Departments vacancies who conduct their own recruiting. She further discussed the ongoing challenges of recruiting for the Tax Assessor position, including individuals who either do not want to leave their current positions or candidates who request a higher salary. She added that we currently have four Clerk A vacancies with an upcoming fifth vacancy due to a recent promotion of a Clerk A moving into the Certified Tax Collection Clerk. The IT manager position has been filled and the interview process has begun for an IT Specialist. Mechanic testing is taking place next week and testing for Nurse vacancies in the Health Department has been completed.

1. H. Healey made a motion to adjourn and J. Baldwin seconded. All were in favor. The meeting adjourned at 5:16 p.m.

Attest:

John Boanno