

**APPROVED CIVIL SERVICE COMMISSION
REGULAR MEETING
April 18, 2022**

The Civil Service Commission of the City of Milford held a regular meeting on Monday, April 18, 2022 at 5:00 p.m. via teleconference.

1. J. Haselkamp called the meeting to order at 5:04 p.m.

2. Roll Call:

Board Members Present:

J. Haselkamp

H. Healey

T. Holland

G. Peluchette

J. Tantimonico

Also Present

T. Barnes

J. Boanno

D. Joseph

Absent

N/A

3. Minutes:

T. Holland made a motion to approve the minutes from the January 18, 2022 meeting and J. Tantimonico seconded. All were in favor.

4. Old Business:

There was no old business.

5. New Business:

Health Director Deepa Joseph discussed the request to hire the selected candidate for the vacant Public Health Nurse position to be hired at Step 4 based on her experience, certifications, extensive background, and difficulty in finding other qualified candidates. H. Healey made a motion to hire the candidate at a Step 4 annual salary of \$58,333.94 and G. Peluchette seconded. All were in favor.

6. Report of Human Resources Director:

T. Barnes discussed a number of revised job descriptions she will present to the Commission at a future meeting for notation of record; possibly extending the Building Custodial Foreman eligibility list which is due to expire in August; partnering with the City's healthcare consultant to roll out a new employee benefits platform in which active employees will be able to view, select and make changes to all benefits and employee perks provided by the City; TAs with three Collective Bargaining Agreements that will be going before the Board of Aldermen possibly in May; the new Benefits & Pension Coordinator is still training and is progressing well as she has taken on many responsibilities of the role; budget approval for HR is expected in the next several weeks – the only area with a request for increase was in training with plans to roll out training modules for employees; working with the Health and Public Works departments in reopening the employee fitness center.

7. Open Jobs Report:

T. Barnes mentioned several key positions currently vacant, such as the Payroll Supervisor in which a certified list of the top three candidates had been submitted to the hiring manager with a selection to be made soon; four eligible candidates are scheduled to interview for the Deputy Health Director position; in the Public Works Department, testing has been completed for the Truck Driver/Laborer position and offers have been extended to Building Custodian candidates to fill three vacancies; several promotional offers for the Truck Driver position have been made which will now open up more vacancies for those employees' former positions; testing is scheduled for Clerk A in various departments and for Auto Mechanic and Process Operator; oral board examinations are being scheduled for the Building Maintenance Foreman position and the Wastewater Foreman position is being reposted due to lack of eligible candidates.

8. H. Healey made a motion to adjourn and G. Peluchette seconded. All were in favor. The meeting adjourned at 5:17 p.m.

Attest:

John Boanno