

The Town of East Haven, CT
Civil Service Commission Minutes
October 10, 2017, 7:00 pm, 250 Main Street

A Regular Meeting of the Civil Service Commission was held on Tuesday, October 10, 2017 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:12 p.m.

Roll Call:	Mr. Albert Carocci	Present
	Mr. John Stacey	Present
	Ms. Marlene Asid	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A MOTION was made by Mr. Stacey to approve the minutes of the September 11, 2017 Meeting as submitted.

Ms. Asid seconded.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK I, GRADE LEVEL 10

The exam is complete. 4 candidates from the prior list were offered the opportunity to retest or keep their old score and transfer it to this list because the prior list has not expired yet. They all chose to have their scores carried over to this list. 26 new candidates applied for a total of 30 applicants. 4 candidates did not have enough experience to take the test, 3 failed, 5 did not show for the exam and 14 passed. The list has a total of 18 Candidates (14 from this test plus 4 carried over from prior exam).

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Account Clerk I, Grade Level 10 and to certify the top 3 available names in rank order to fill one position.

Mr. Stacey seconded.

Vote: Unanimous

MAINTENANCE

The Board of Education voted in favor of the Union and will be interviewing current employees for the transfer before going to the list.

FINANCE DEPARTMENT

ACCOUNT CLERK II, GRADE LEVEL 11

The position has been filled by Besse Marra effective October 4, 2017.

A MOTION was made by Ms. Asid to certify the employment of Besse Marra in the position of Account Clerk II effective October 4, 2017 and to send her the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

POLICE DEPARTMENT

DETECTIVE EXAM

Scott Carignan has been promoted to Detective effective October 16, 2017.

A MOTION was made by Mr. Stacey to certify the promotion of Scott Carrignan to Detective effective October 16, 2017 and to send him the standard probation letter.

Mr. Carocci seconded.

Vote: Unanimous

POLICE OFFICER C-LATERAL TRANSFER

Kyle Savo has been hired in the position of P.O.S.T. Certified Police Officer C Lateral Transfer effective October 16, 2017.

A MOTION was made by Ms. Asid to certify the employment of Kyle Savo in the position of P.O.S.T. Certified Police Officer C-Lateral Transfer effective October 16, 2017 and to send him the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

CERTIFIED PUBLIC SAFETY DISPATCHER

3 applicants have taken the written exam for this position. One passed.

A MOTION was made by Ms. Asid to certify candidate Brendan Canty for consideration in the position of Certified Public Safety Dispatcher.
Mr. Stacey seconded.
Vote: Unanimous

A MOTION was made by Mr. Carocci to suspend the order of the Agenda and move to New Business and take up item #4, Civil Service Rules and Regulation Revision at a later point in the meeting.
Mr. Stacey Seconded.
Vote: Unanimous

NEW BUSINESS
BOARD OF EDUCATION
ACCOUNTANT-REQUEST FOR EXAM

A vacancy has opened up at the Board of Education and there is not a valid list for this position.

A MOTION was made by Ms. Asid to begin the testing process for the position of Accountant which will consist of a written exam with a pass point of 70 to be worth 100% of the final score to be valid for a period of 2 years.
Mr. Stacey Seconded.
Vote: Unanimous

TOWN CLERK
GENERAL CLERK, GRADE LEVEL 10-REQUEST FOR EXAM

A vacancy has opened up in the Town Clerk's Office and there is not a valid list for this position.

A MOTION was made by Ms. Asid to begin the testing process for the position of General Clerk which will consist of a written exam with a pass point of 70 to be worth 100% of the final score to be valid for a period of 2 years.
Mr. Stacey Seconded.
Vote: Unanimous

BILLS

A MOTION was made by Ms. Asid to pay the following bills:

\$1829.00 to 21st Century Media, Advertising

\$360.00 to Penfield Publication, Advertising

\$294.00 to La Voz, Advertising

\$25.00 to I/O Solutions, Test Rental

\$800.00(est.) to CPS-HR, Test Rental

\$462.00 to CPS-HR, Test Rental

Mr. Stacey seconded.

Vote: Unanimous

CIVIL SERVICE RULES AND REGULATION REVISION

Attorney Zullo had recommended, due to all of the changes in the rules recently, that the Commission revise its rules to reflect this. The Commission has some question for Attorney Zullo, and would like an answer before they proceed. Specifically, Mr. Carocci would like to know if Attorney Zullo would like us to incorporate the amendments into a Revised Rules and Regulations with current amendments in the body of the rules.

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:38 p.m.

Mr. Stacey seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary