**The Town of East Haven, CT**

**Civil Service Commission Minutes**

**March 14, 2016, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, March 14, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:02 p.m.

Roll Call: Mr. Albert Carocci Present

 Mr. John Stacey Present

 Ms. Marlene Asid Absent

**READING AND APPROVAL OF MINUTES**

This will be handled at the April Meeting.

**PUBLIC COMMENT**

Mr. Christopher Zuniga was in attendance. He stated he is a Town resident and Southern Connecticut State University student majoring in Journalism. He is observing our meeting tonight for a course assignment.

**OLD BUSINESS**

**POLICE DEPARTMENT**

**POLICE CADET STUDENT PARTNERSHIP**

There is no action to take at this time.

**BOARD OF EDUCATION**

**CUSTODIAN**

The Chief Examiner stated she has meet with Amy Eichberger from the Board of Education to discuss the issues in hiring that have occurred at the Board of Education over the years. She is working to correct some of the issues. She informed the Chief Examiner that a part-time position will be filled from the Certified List after the Board Of Education’s March 23, 2016 Meeting. Two candidates had been offered positions as Substitutes but they refused these positions. She requested another group of names be certified to fill up to 6 more Substitute positions. The Civil Service rules regarding this matter state positions should be filled from the Eligibility list, preferably in rank order.

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A MOTION was made by Mr. Carocci to certify the top 8 available names in rank order to fill 6 positions of Substitute Custodian.

Mr. Stacey seconded.

Vote: Unanimous

**2016/2017 BUDGET**

The Chief Examiner attended the Board of Finance Budget Workshop on March 8, 2016 along with Mr. Stacey. The Board members were happy to hear of the success with PoliceApp and FirefighterApp. The Chief Examiner stated that she had been contacted by them with regard to a new service which would accommodate all clerical positions for a subscription fee of $2500.00 per year. While it is too late to add this to the budget this year, it might be something to look into in the future. The next workshop is with the Town Council on March 31, 2016.

**NEW BUSINESS**

**REORGANIZATION**

This matter will be handled next month due to Ms. Asids absence.

**PUBLIC SAFETY**

**DISPATCHER**

A request was made by Mr. Gentilesco to conduct an examination for this position. The current list has expired. PoliceApp is capable of handling this position. The Commission would need to set a fee. PoliceApp would keep $20.00 of the fee. It was discussed and a total fee of $40.00 should cover the cost of testing for the Town. Mr. Carocci brought up the question of test score. He felt this position was so important that the passing score should be higher than 70. His recommendation was a score of 75.

A MOTION was made by Mr. Stacey to begin the testing process for Public Safety Dispatcher to include a Written Exam with a passing score of 75 to be worth 100% of the final score and a $40.00 Fee.

Mr. Stacey seconded.

Vote: Unanimous

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**ASSESSOR**

**COORDINATOR OF ASSESSMENT SYSTEMS-GRADE LEVEL 14**

A request was made by Mr. Gentilesco to conduct an examination for this position. The incumbent in the position will be retiring. The position is the only Level 14 in the Town Hall Union so there is no internal positing requirements. The position requires strong computer skills. The Chief Examiner stated there are online exams to test computer skills that can be used in conjunction with a written exam and interview to find the most qualified candidate.

A MOTION was made by Mr. Carocci to begin the testing process for Coordinator of Assessment Services to include a Written Exam to be pass/fail with a minimum score of 70, a Computer Skills Assessment to be pass fail based on the proficiency requirement of the test and an Oral Interview with a pass point of 70 to be worth 100% of the final score. Candidates must pass each section to move on to the next section of the exam.

Mr. Stacey seconded.

Vote: Unanimous

**POLICE DEPARTMENT**

**DETECTIVE**

The Commission was informed that 2 of the newly promoted Detectives would not be able to complete their probation periods and would be extended. The extension is not a disciplinary matter just one of timing and the Chief stated he does not anticipate a problem with either officer completing the probation period in the time extended. A letter will be sent to each officer informing them of the extension.

**BILLS**

A MOTION was made by Mr. Carocci to pay the following bills:

$5000.00(Est.) to NHR, Advertising

$500.00(Est.) to Innercity, Advertising

$400.00(Est.) to La Voz, Advertising

Mr. Stacey seconded.

Vote: Unanimous

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A MOTION was made by Mr. Stacey to adjourn the Meeting at 7:30 p.m.

Mr. Carocci seconded.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori

Recording Secretary