

**The Town of East Haven, CT
Civil Service Commission Minutes
April 14, 2016, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Thursday, April 14, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:10 p.m.

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

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS
REORGANIZATION

This matter will be handled next month due to Mr. Carocci's absence.

BOARD OF EDUCATION
CUSTODIAN

The Board of Education has hired a part-time (20 hours) Custodian from the Eligibility List and 4 Substitute Custodians.

A MOTION was made by Ms. Asid to certify the employment of Joseph Mortali in the position of Custodian effective April 4, 2016 and to send him the standard probation letter.

Mr. Stacey seconded.

Vote: Unanimous

PUBLIC SAFETY
DISPATCHER

96 candidates applied on PoliceApp.com and one requested a waiver of the fee and applied by hard copy. The exam is scheduled for Tuesday, May 3, 2016.

ASSESSOR

COORDINATOR OF ASSESSMENT SYSTEMS-GRADE LEVEL 14

Ten applicants are taking the exam for this position, which will be completed the week of April 25, 2016.

POLICE DEPARTMENT

POLICE CADET STUDENT PARTNERSHIP

There is no action to take at this time.

2016/2017 BUDGET

The Chief Examiner attended the Town Council Budget Workshop on March 31, 2016.

NEW BUSINESS

BOARD OF EDUCATION

SECRETARY II

A request was received from the Board of Education for a Certified List to fill one position from the Eligibility List for Secretary II.

A MOTION was made by Ms. Asid to certify the top three available names in rank order to fill one position from the Eligibility List for Secretary II.

Mr. Stacey seconded.

Vote: Unanimous.

ACCOUNT CLERK

A request was received from the Board of Education for a Certified List to fill one position from the Eligibility List for Account Clerk I. The current list has been sent to the Superintendent in the past and all candidates have been rejected. The last position that was filled was from the Account Clerk II list. The Commission chose to use that list again to fill this position.

A MOTION was made by Mr. Stacey to certify the top three available names in rank order to fill one Account Clerk I position from the Eligibility List for Account Clerk II.

Ms. Asid seconded.

Vote: Unanimous.

PUBLIC WORKS
LABORER

The Commission discussed the procedure of filling this position. While it has been a position that is exempt from testing, it still falls under the umbrella of the Civil Service Commission and the filling of the position should be monitored by the Commission. Ms. Asid felt it was important to have a procedure in place to monitor the application, even if it was just a one page notice that could be kept on file and used to pull from when a position exists. She would like to see the Chief Examiner work with Mr. Gentilesco to put a procedure in place.

A MOTION was made by Ms. Asid to establish a rolling application process for the position of Laborer to create an on-going list to be used as a means to fill Laborer positions.

Mr. Stacey Seconded.

Vote: Unanimous.

A letter was received informing the Commission that John Vasilko has been hired in the position Laborer.

A MOTION was made by Mr. Stacey to certify the employment of John Vasilko in the position of Laborer and to send him the standard probation letter.

Ms. Asid seconded.

Vote: Unanimous.

POLICE DEPARTMENT
POLICE OFFICER C

A request was received to conduct an exam for Police Officer C with a list to be valid for 2 years. The Current list does not expire until September, 2016.

A MOTION was made by Mr. Stacey to begin the testing process for the position of Police Officer C to coincide with the expiration of the current list.

A discussion then took place between Mr. Stacey and Ms. Asid regarding the status of those candidates still on the list. What would it mean to them to test now and not to wait until the current list expired? Both Commissioners questioned why the Board of Police Commissioners would request a test so far in advance of the others expiration and also questioned whether a vacancy even existed. They felt it would be beneficial to have a member of the Police Department present when making this decision.

Motion was revoked. Motion failed.

BILLS

A MOTION was made by Mr. Stacey to pay the following bills:
\$3000.00(Est.) to CPS, Test Rental
\$100.00 to Roberta DeLuca, Proctor
Mr. Asid seconded.
Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:50 p.m.
Mr. Stacey seconded.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary