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**The Town of East Haven, CT
Civil Service Commission Minutes
February 14, 2022, 7:00 pm,**

The Regular Meeting of the Civil Service Commission was held on Monday, February 14, 2022 via Zoom.

The meeting was called to order at 7:01 p.m.

Roll Call:	Mrs. Sue Deko	Present
	Mrs. Ann Murray	Present

STAFF: Michelle Benivegna, Director of Human Resources

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK, GRADE LEVEL 10

The deadline to apply for this position was February 11, 2022. To date 5 applications were received. The Chief Examiner requested the deadline to apply be extended for 2 weeks.

A MOTION was made by Mrs. Deko to extend the deadline for the Account Clerk, Grade Level 10 position for 2 weeks.

Mrs. Murray seconds the motion.

Vote: Unanimous

FIRE DEPARTMENT

BATTALION CHIEF

The Battalion Chief position has been filled. Andrew Calhoun was promoted effective February 2, 2022.

A MOTION was made by Mrs. Deko to certify the promotion of Andrew Calhoun to the position of Battalion Chief effective February 2, 2022 and send him the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

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FIREFIGHTER D/EMT/PARAMEDIC-NEW RECRUIT-REQUEST TO HIRE

A request was received to fill 3 positions from the Paramedic List. There are currently no eligible candidate on the list who meet all of the requirements. Once candidates are eligible the list will be certified and sent to the Fire Commission.

A candidate who was hired previously and had been serving on active duty in the military has returned and started working. David Pearson has been hired effective January 31, 2022.

A MOTION was made by Mrs. Deko to certify the employment of David Pearson in the position of Firefighter D/EMT/Paramedic effective January 31, 2022 and send him the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

NEW BUSINESS

FIRE DEPARTMENT

FIREFIGHTER D/EMT/PARAMEDIC-LATERAL TRANSFER

A candidate for lateral transfer has become eligible. The Fire Commission has requested a Certified List to fill one position.

A MOTION was made by Mrs. Deko to certify the list for Firefighter D/EMT/Paramedic-Lateral Transfer with one candidate.

Mrs. Murray seconds the motion.

Vote: Unanimous

CAPTAIN

Due to the promotion of Andrew Calhoun, there is now an opening in the rank of Captain.

A MOTION was made by Mrs. Deko to certify the list for Captain consisting of the top 3 available names in rank order to fill one position.
Mrs. Murray seconds the motion.
Vote: Unanimous

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FINANCE DEPARTMENT
GRANT AND BUDGET COORDINATOR

Michelle, Benivegna, Human Resource Director was in attendance to address the Commission regarding this matter. She explained that this position had become vacant due to a retirement. The position was posted for a lateral transfer within the Supervisor's Union and still remained vacant. She explained this is a very important position due to the ARPA Grant Money the Town has received and it cannot remain vacant. The position was advertised, all protocols were followed, and several candidates were interviewed. An employee who currently works in the Finance Department has been selected to fill the position. She possesses the skills and ability necessary to do the job and the Town would like to acknowledge our current employees who are an asset to the Town. There are more opportunities for growth in the Supervisor's Union and this move will give this employee that opportunity. The Chief Examiner stated if the 2 positions had been in the same Union it would be equivalent to a lateral transfer.

A MOTION was made by Mrs. Deko to certify the transfer of Sue Iannone to the position of Budget and Grant Coordinator per Civil Service Rule 5, Section 10(b) and send her the standard probation letter.
Mrs. Murray seconds the motion.
Vote: Unanimous

ACCOUNT CLERK II, GRADE LEVEL 11

Michelle, Benivegna, Human Resource Director was in attendance to address the Commission regarding this matter. She explained that this position had become vacant due to the transfer of Sue Iannone into the position of Grant and Budget Coordinator. She stated this position is a very important position which cannot be left vacant. The position was posted for a lateral transfer within the Town Hall Union and still remains vacant.

There is a potential candidate who possesses all the necessary skill and experience needed to fill the position. This candidate is a current Town Hall Union member who is currently filling an Account Clerk, Grade Level 10 position. Ms. Benivegna stated she would like the Commission to waive the testing requirement at this time. The employee in question has all of

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the qualifications to do the job and has expressed an interest in moving into a higher-level position. There is not much opportunity for movement in the Town Hall Union and this would give a valued employee an opportunity to move into a higher-level position. Mrs. Deko asked about the impact on other Union members, questioning if there would be any issues by not opening the position to all of them. Mrs. Murray stated if the position was advertised and tested this employee would still have the opportunity to take the test. Mrs. Deko stated she would like some time to think about this before making a decision. She will meet with the Town Attorney and the Chief Examiner and a Special Meeting can be held to address this issue.

REORGANIZATION

Mrs. Deko nominated Mrs. Murray to serve as Vice-Chairperson of the Commission for the next years. There being no other nominations Mrs. Murray accepted the position.

Mrs. Murray nominated Mrs. Deko to serve as Chairperson of the Commission for the next years. There being no other nominations Mrs. Deko accepted the position.

BILLS

There were no bills this month.

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:27 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary