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**Civil Service Commission Minutes
June 12, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, June 12, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:03 p.m.

Roll Call:	Mrs. Sue Deko	Remote, by Telephone
	Mr. Richard DePalma	Present
	Mrs. Ann Murray	Present

PUBLIC COMMENT

There was no public comment.

READING AND APPROVAL OF MINUTES

A Motion was made by Mr. DePalma to approve the minutes of the May Meetings as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

ACCOUNT CLERK-PAYROLL

Jenna Leone was promoted to fill this position.

A Motion was made by Mr. DePalma to certify the employment of Jenna Leone in the position of Account Clerk-Payroll and to send her the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

SECRETARY II

Sara Wolfey was promoted to fill this position.

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A Motion was made by Mr. DePalma to certify the employment of Sara Wolfey in the position of Secretary II and to send her the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

The promotion of Jenna Leone has created a vacancy and another Certified List has been requested.

A Motion was made by Mrs. Deko to certify the top three available names in rank order to fill one position from the Eligibility List for the position of Secretary II.

Mrs. Murray seconds the motion.

Vote: Unanimous

POLICE DEPARTMENT

POLICE OFFICER C

No one has been hired, a new exam will be held in July.

FINANCE DEPARTMENT

ADMINISTRATIVE ASSISTANT, GRADE LEVEL 11

Kassie McSherry has been hired to fill this position effective June 26, 2023.

A Motion was made by Mr. DePalma to certify the employment of Kassie McSherry in the position of Administrative Assistant, Grade Level 11 and to send her the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

A Motion was made by Mrs. Murray to pay the following bills:

\$330.00 to Penfield Publications, Advertising

\$773.20 to Hearst Publications, Advertising

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\$325.00 to La Voz, Advertising

\$53.58 to Bardell, Supplies

Mr. DePalma seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:12 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary