MINUTES
CIVIL SERVICE COMMISSION
Tuesday, December 1, 2020 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This was a 100% Electronic Meeting.
Public Questions were emailed to CSC@hamden.com
The link below was provided to join the meeting.
https://zoom.us/j/99649579879

IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE AND VOTES TAKEN.

Chairperson Andrea Lobo called the meeting to order at 9:05 A.M. with Commissioner Wanda Lary in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Police Chief John Sullivan, Deputy Police Chief Bo Kicak, Fire Chief Gary Merwede, Library Director Melissa Canham-Clyne and Library Board Chairperson Jan Glover.

1. Review and approval of the October 29, 2020, Civil Service Commission special meeting minutes. Chairperson Lobo approved the minutes. Chairperson Lobo recommended that a meeting be set up at a later date with Mr. Kelley and Ms. Cogswell to review Roberts Rules of Order.

2. Review and action on the following eligibility list(s):

   b) Deputy Fire Marshal – (original certification 06/04/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the decision of the Commission to certify the list for another six (6) month period ending 05/29/2021.

3. Review and action on the following application(s):

   a) Assistant Animal Control Officer – (25 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission that seventeen (17) applicants met the minimum qualifications and would move on in the process.

4. Review and certification of the following eligibility list(s):

   a) Certified Police Officer – (Revised) – Chairperson Lobo, made a motion to amend the original motion made on 10/29/2020, that as a result of one candidate not passing the agility test, that three candidates passed the all components of the testing and are certified eligible candidates on the list for the position of Certified Police Officer. Commissioner Lary seconded the amended motion.
5. Tabled Items:

   a) Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to take this item off the table and put it on the agenda. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to commence with the recruitment.

6. Review and approval of the Calendar of Meetings for 2021. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to approve the Calendar of Meetings for 2021.

7. No motions were made under Old Business.

8. New Business: Executive Secretary Kelley informed the Commission that the Building Official retired and that the Mayor made an emergency temporary appointment.

9. On a motion by Chairperson Lobo, seconded by Commissioner Lary, it was the unanimous decision of the Commission to adjourn at 9:38 A.M.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary