

**MINUTES  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING**

**Thursday, February 23, 2023 @ 9:00 A.M.**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.**

**Public Questions can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

[https://hamden.zoom.us/rec/share/AOWjrXQt5XZuXYyZCZcU4A3bJHzpFQ4GwvqGOBGjGP-cHUv-bd45o1\\_gLYGcr9I5.rGRukC27FcGxEmWi?startTime=1675778533000](https://hamden.zoom.us/rec/share/AOWjrXQt5XZuXYyZCZcU4A3bJHzpFQ4GwvqGOBGjGP-cHUv-bd45o1_gLYGcr9I5.rGRukC27FcGxEmWi?startTime=1675778533000)

**\*\*\*\*\*If prompted for a passcode enter: [jD4!@f69](#)**

**\*\*\*If you are reviewing a print copy of these minutes and wish to view the meeting recording, please visit the Agenda Center at [www.hamden.com/AgendaCenter](http://www.hamden.com/AgendaCenter).**

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

Chairperson Lobo called the meeting to order at 9:02 a.m., with Commissioner Curt Andrews and Commissioner Helen Ward in attendance. Also present were: Director of Personnel Brigitte Cogswell, Administrative Assistant Erica Blue, Acting Police Chief Timothy Wydra, Sergeant Jomo Crawford, Human Resources Officer Nadia Balassone, Chief of Staff Sean Grace, and Director of Arts, Culture & Wellness Karen Bivens.

- 1. Call the meeting to order**—Chairperson Lobo called the meeting to order at 9:02 a.m.
- 2. Public Input**—Public Input from Attorney John Walsh and Sergeant Jomo Crawford regarding the job qualifications and the probationary period for Police Sergeant.
- 3. Review and approval of the following minutes:**
  - a. Regular Meeting February 7, 2023—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the minutes.
- 4. Review and approval of the following application(s):**
  - a. Purchasing Buyer—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to approve four (4) applications to move forward in the process.

- b. School Nurse—One applicant was not qualified.
- 5. Review and approval of the following new eligibility list(s):**
- a. Real Property Appraiser—On a motion by Commissioner Andrews, seconded by Commissioner Ward, it was the unanimous decision of the Commission to approve the eligibility list for six months .
- 6. Review and approval of the following job description(s):**
- a. Youth Services Outreach Counselor—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to table this item until the next meeting.
  - b. Community Development Program Specialist—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to table this item until the next meeting.
- 7. Correspondence from Finance Director Curtis Eatman requesting a promotional and, if necessary, an open and competitive recruitment for the position of Back Tax Collector—**On a motion by Commissioner Andrews, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to open the recruitment for Back Tax Collector.
- 8. Correspondence from Director of Arts, Culture & Wellness Karen Bivens requesting a promotional and, if necessary an open and competitive recruitment for two positions of Community Development Program Specialist, and Youth Services Outreach Counselor—**On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to table this item until the next meeting.
- 9. Old Business—**On a motion by Commissioner Ward, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to go into Executive Session at 9:24 a.m.

- a. On a motion by Chairperson Lobo, seconded by Commissioner Ward, it was the unanimous decision of the Commission to go back into regular session at 9:52 a.m.

**10. Executive Session:**

- a. Discussion regarding the job description and job qualifications for the Police Lieutenant recruitment.

**11. Vote to rescind or accept the application for Police Lieutenant**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to take no action, and that the original decision stands.

**12. Adjourn**—On a motion by Chairperson Lobo, seconded by Commissioner Andrews, it was the unanimous decision of the Commission to adjourn at 9:53 a.m.

**Respectfully submitted,**

**Brigitte Cogswell  
Director of Human Resources**