

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – MARCH 18, 2021 – 8:00 A.M.
ZOOM MEETING**

ROLL CALL

Meeting called to order

Members present: Tom Brickey, Chair
Bill Becker, Vice-Chair
Kathleen Batliner

Staff Present: Kay Sauer, Civil Service Secretary
Megan Ellis, Human Resources Specialist

APPROVAL OF MINUTES

Motion: Moved by Mr. Becker to approve the minutes of the meeting held February 25, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a. **Patrol Officer** - Megan Ellis advised that there were 58 applicants, 40 passed the written, 3 failed the written, 42 passed the physical agility, 1 was excused from physical due to medical and will reschedule, 0 failed physical agility, and 39 are recommended for the eligibility list. Kay Sauer stated that Mr. Becker reviewed the applications prior to the meeting. Mr. Becker commented that the applicants are impressive on the surface. Ms. Sauer commented that Holly Owens and Earl Nelson are doing a great job recruiting. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Patrol Officer. Mr. Brickey seconded the motion. **Motion passed.**

a. **Patrol Officer (Request to extend name on list)** – Kay Sauer advised that Jacob Irving has requested to have his name remain on the eligibility list for Patrol Officer for an additional year. Ms. Sauer advised that his name will be extended to August 5, 2022. **Motion:** Moved by Ms. Batliner to approve the request from Jacob Irving to remain on the eligibility list for Patrol Officer for an additional year extending his name until August 5, 2022. Mr. Becker seconded the motion. **Motion passed.**

1. Position Description – Mechanic

Commission reviewed the position description for the position of Mechanic. Mr. Brickey suggested that the word janitorial be changed to housekeeping. **Motion:** Moved by Mr. Brickey to approve the position description for Mechanic with the suggested change. Ms. Batliner seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Ms. Sauer updated Commission on the upcoming exam for Mechanic and the job announcement for Permit Specialist.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of February 2021.

2. Civil Service Commission Annual Report of Activities for 2020

Commission received the Civil Service Commission Annual Report of Activities for 2020 submitted to the State.

ADJOURN

Ms. Sauer advised that the next meeting will be held on April 15, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____