

**MIDDLETOWN CIVIL SERVICE COMMISSION
SPECIAL MEETING MINUTES – MAY 12, 2023 – 8:00 A.M.
CONFERENCE ROOM 2C**

ROLL CALL

Meeting called to order

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

Staff Present: Megan Ellis, Acting Civil Service Secretary
Chelsea Spurlock, Human Resources Secretary
David Birk, Police Chief

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held April 20, 2023. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Police Sergeant-** Megan Ellis advised the Civil Service Commission that this is a promotional position within the Police Department. Ms. Ellis stated 5 candidates applied to take part in the promotional process which includes a written examination and an assessment center for those that pass the written examination. She further stated we had 1 no show and 4 show to take the written examination held on Tuesday, March 28, 2023. Ms. Ellis stated 2 failed and 2 passed the written examination. Both of the candidates that passed the written examination moved to the assessment portion and both candidates passed. Chief Birk stated he had received positive feedback from our candidates regarding PRADCO the testing firm used. He further mentioned our candidates thought the process was more related to the Sergeants supervision duties. Chief Birk advised commission they currently have 1 open position. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Police Sergeant. Mr. Becker seconded the motion. **Motion passed.**

ADJOURN

Megan Ellis advised that the meeting is May 18, 2023. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____

