

MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – June 15, 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 May 18, 2023. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Corrections Officer-** Megan Ellis advised the Civil Service Commission that they have two eligibility lists. Ms. Ellis informed the commission an open test was held for a female applicant since we are short a female in the jail. She had taken both the physical agility and written exam and passed both portions. Ms. Ellis stated we had also posted for the position and 24 applied to take the physical agility and written exam held on Monday, June 12, 2023. Ms. Ellis further stated 22 were no shows and 2 applicants passed both portions of the examination. Ms. Ellis informed the commission the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve both of the eligibility lists for Corrections Officer. Mr. Brickey seconded the motion. **Motion passed.**

- b) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that they have two eligibility lists. Ms. Ellis stated we held open testing for both candidates. Both of the candidates passed both the physical agility and written examination. Ms. Ellis further stated the department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Brickey to approve the two eligibility lists for Patrol Officer. Ms. Batliner seconded the motion. **Motion passed.**

- c) **Senior Account Clerk-** Megan Ellis advised the Civil Service Commission that 14 applied to take the written examination held on Tuesday, June 6, 2023. Ms.

Ellis stated 11 were no shows and 3 had taken the written examination. Ms. Ellis further stated 2 had passed the exam and 1 failed. The department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for Senior Account Clerk. Mr. Brickey seconded the motion. **Motion passed.**

- d) **HVAC Building Maintenance Technician-** Megan Ellis advised the Civil Service Commission that 7 applied to take the written examination held on Wednesday, June 7, 2023. Ms. Ellis stated 6 were no shows and 1 had taken the written examination. Ms. Ellis further stated the applicant passed the written exam. The department reviewed the application and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Ms. Batliner to approve the eligibility lists for HVAC Building Maintenance Technician. Mr. Becker seconded the motion. **Motion passed.**
- e) **Dispatcher-** Megan Ellis advised the Civil Service Commission that 67 applied to take the written examination held on Thursday June 8, 2023. Ms. Ellis stated 57 were no shows and 10 had taken the written examination. Ms. Ellis further stated all applicants had passed the exam. The department reviewed the applications and recommends them to remain on the eligibility list. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Dispatcher. Mr. Becker seconded the motion. **Motion passed.**

2. Update on Job Announcements/Exams

Commission received the job announcements and exam information for the following positions Corrections Officer, Grounds Technician, and Water Treatment Operator. Ms. Ellis stated commission would be receiving the eligibility list at the next civil service meeting.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of May 2023.

ADJOURN

Megan Ellis advised that the meeting is July 20, 2023. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Becker seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____