

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – July 15, 2021 – 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, Human Resources Specialist

APPROVAL OF MINUTES

Motion: Moved by Ms. Batliner to approve the minutes of the meeting held June 17, 2021. Mr. Brickey seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

a. Mechanic

Megan Ellis advised that the exam was held on June 29, 2021. There were 10 applicants, 1 passed, 4 failed and 5 were no shows. She further stated that Mr. Becker reviewed the application prior to the meeting. She stated the department is recommending the one who passed for the eligibility list. Mr. Becker and Mr. Brickey brought up their concerns with the failure rate of this exam and they suggested the department should review the exam. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Corrections Officer. Mr. Brickey seconded the motion. **Motion passed.**

2. Position Descriptions- Police Chief, Deputy Police Chief, Police Lieutenant, Police Sergeant, and Patrol Officer

Megan Ellis reviewed the revisions to the position descriptions for Police Chief, Deputy Police Chief, Police Lieutenant, Police Sergeant, and Patrol Officer with Commission. Mr. Brickey recommended two minor changes. On the Police Lieutenant under duties and responsibilities moving #13 (perform related work as required by supervision) to the end. For Patrol Officer under Position Qualifications #2 a. Mr. Brickey had recommended adding the wording "knowledge of" at the beginning. **Motion:** Moved by Mr. Brickey to approve the position descriptions for Police Chief, Deputy Police Chief, Police Lieutenant, Police Sergeant, and Patrol officer with the suggested changes. Ms. Batliner seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received the job posting for Firefighter Apparatus Operator and were notified of the upcoming posting for Corrections Officer.

REPORTS

1. Personnel Transactions

Commission received the Personnel Transactions for the month of June 2021. Mr. Brickey and Mr. Becker expressed their concerns with the amount of resignations that are occurring monthly.

ADJOURN

Ms. Ellis advised that the next meeting will be held on August 19, 2021. **Motion:** Moved by Ms. Batliner to adjourn the meeting. Mr. Brickey seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____