

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – April 20, 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
Troy Anderton, Information Systems Director

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meetings held March 16, 2023. Mr. Becker seconded the motion. **Motion passed.**

NEW BUSINESS

1. Eligibility Lists

- a) **Patrol Officer-** Megan Ellis advised the Civil Service Commission that 15 applied to take the physical agility and written exam held on Saturday, March 25, 2023. Ms. Ellis stated 7 were no shows and all 8 applicants passed both portions of the examination. She further stated the department reviewed the applications and recommends them to remain on the eligibility list. Chief Birk stated they currently have 3 open positions. Mr. Brickey came in prior to the meeting and reviewed the applications. **Motion:** Moved by Mr. Brickey to approve the eligibility lists for Patrol Officer. Mr. Becker seconded the motion. **Motion passed.**

- b) **Secretary-** Megan Ellis advised the Civil Service Commission that 39 applied to take the written examination held on Wednesday, April 5, 2023. Ms. Ellis stated 29 were no shows and 10 had taken the written examination. Ms. Ellis further stated 9 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 Mr. Brickey to approve the eligibility lists for Secretary. Ms. Batliner seconded the motion. **Motion passed.**

2. Exceptional Appointment- Helpdesk Administrator

- a) Megan Ellis advised that Information Systems Director Troy Anderton was present to discuss the exceptional appointment of Matthew Smith. Mr. Anderton stated they had received over 84 resumes and conducted 16 first round

interviews over zoom. They had narrowed the candidates down to 4 to attend an in person second round interview to include Human Resources and the entire Information Systems Department. Mr. Smith stood out in both his interviews and resume and the department felt he was the best fit for the position based on his experience. **Motion:** Moved by Ms. Batliner to approve the exceptional appointment of Matthew Smith. Mr. Brickey seconded the motion. **Motion passed.**

3. Update on Job Announcements/Exams

Commission received an update on the Police Sergeant Promotional. Ms. Ellis advised commission we had received the results from Pradco, but had a meeting scheduled early next week to go over in detail the results. 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 March 2023.

ADJOURN

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

Tom Brickey, Chair

Approved: _____