

**MIDDLETOWN CIVIL SERVICE COMMISSION
MEETING MINUTES – May 20, 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: Kay Sauer, Civil Service Secretary
Megan Ellis, Human Resources Specialist
David Birk, Police Chief

APPROVAL OF MINUTES

Motion: Moved by Mr. Brickey to approve the minutes of the meeting held April 22, 2021. Ms. Batliner seconded the motion. **Motion passed.**

NEW BUSINESS

1. Police Promotional Ordinance Revisions

Kay Sauer advised that Chief Birk was present to discuss amendments to the current police promotional ordinance. Chief Birk reviewed the recommended amendments with Commission. He stated that he wants to bring back Lieutenants in the ordinance. He advised that Lieutenants are still listed in the contract. He further stated he currently has four Deputy Chiefs at this time and his vision for the department is to eventually reduce the number of Deputy Chiefs from four to one as Deputy Chiefs retire and replace them with Lieutenant positions. He stated that his new organizational chart will have a Chief, one Deputy Chief, two Lieutenants, and ten Sergeants. Chief Birk advised that he has discussed the changes with the City Manager and Assistant City Manager and the ordinance changes will require City Council approval. **Motion:** Moved by Mr. Brickey to approve the Police Promotional Ordinance Revisions. Ms. Batliner seconded the motion. **Motion passed.**

2. Eligibility List – Corrections Officer

Megan Ellis reviewed the eligibility list for Corrections Officer with Commission. She advised that one candidate took the exam and passed and is recommended. She further stated that Bill Becker reviewed the application prior to the meeting. She advised that we are in need of a female corrections officer at this time and that this candidate was brought in as part of the open testing approved for this position. She further stated that there is an upcoming test on June 5. **Motion:** Moved by Mr. Becker to approve the eligibility list for the position of Corrections Officer. Mr. Brickey seconded the motion. **Motion passed.**

3. Position Description – Maintenance Worker and Mechanic

Megan Ellis reviewed the revisions to the position descriptions for Maintenance Worker and Mechanic with Commission. Mr. Brickey recommended additional wording be added to the first sentence of the Maintenance Worker description that reads: This is a semi-skilled or skilled maintenance position. Kay Sauer recommended the sentence read: This is a semi-skilled or skilled public works maintenance position. Mr. Brickey agreed with Ms. Sauer. **Motion:** Moved by Mr. Becker to approve the position

description for Maintenance Worker with the recommended change of adding “public works” to the first sentence and to approve the position description for Mechanic. Ms. Batliner seconded the motion. **Motion passed.**

4. Update on Job Announcements/Exams

Commission received the job postings for Corrections Officer, Mechanic, Maintenance Worker, Water Treatment Operator.

REPORTS

1. Personnel Transactions

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

ADJOURN

Ms. Ellis advised that the next meeting will be held on June 17, 2021. **Motion:** Moved by Mr. Brickey to adjourn the meeting. Ms. Batliner seconded the motion. **Motion passed.**

Tom Brickey, Chair

Approved: _____