

CITY OF NORWICH
Civil Service Meeting
July 11, 2017

PRESENT:

John Blenis Jr., Chairman
Brian Wessels, Commissioner
Mary Politano, Commissioner

ALSO:

Deborah DeForest, Secretary
Lavonne Warner, Personnel Assistant
Connie Dalrymple, Guernsey Memorial Library
Alana Golden, Norwich City Schools

ABSENT:

Secretary DeForest called the meeting to order at 8:30 am.

Commissioner Wessels motioned to approve the minutes from the May 30, 2017 meeting.
Seconded by Chairman Blenis, approved ayes all.

Chairman Blenis motioned to approve the following permanent appointments of:

Ryan Hagan	Police Officer	Effective 6/18/17
Michael Oralls	Police Officer	Effective 6/19/17

Seconded by Commissioner Wessels, approved ayes all.

Chairman Blenis motioned to approve the following position classification/job duty statements to be refilled:

2 Police Officers due to Purdy retiring effective 7/30/17 and Sheehan resigned effective 7/15/17.

Seconded by Commissioner Wessels, approved ayes all.

Connie discussed the need to move forward with the Computer Specialist position that she and Deborah have previously spoke about. Deborah will follow up with Connie regarding this position.

Chairman Blenis motioned to approve the following permanent appointments of:

Jessica Jackson	School Bus Aide	Effective 5/19/17
Matthew Allen	School Bus Driver	Effective 5/19/17
Katey Nichols	Keyboard Specialist	Effective 3/07/17
Shannon Kim	Keyboard Specialist	Effective 3/07/17
Julie Wallen	Keyboard Specialist	Effective 3/07/17

Seconded by Commissioner Politano, ayes all.

Chairman Blenis motioned to approve the following position classification/job duties statements for:

- 3 School Bus Aides
- 1 Sub School Bus Aide
- 2 School Bus Drivers
- 1 Sub School Bus Driver
- 1 LPN
- 1 Cleaner
- 1 Sub Cleaner
- 1 Custodian
- 2 Teacher Aides
- 1 Sub Teacher Aides

Seconded by Commissioner Politano, ayes all.

Secretary DeForest stated that Norwich Housing was in the process of looking to refill the Tenant Relation Clerk position and a job duty statement is pending.

Secretary DeForest discussed the State Civil Service newly recommended model rules. Deborah handed out information to the Commission and discussed the procedure as she needs to review and edit them as well for the City. Deborah stated that a Public Hearing would be held on our next meeting regarding these rules and that the Commission could then review and vote so that we can move them on to the State level in October of 2017.

Secretary DeForest set the next meeting for September 26, 2017 at 8:30 am.

Secretary DeForest closed the meeting at 8:40 am.