

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
November 2, 2020

*Amended
11/9/2020*

Present: Barbara Skibiski
Ann Langley
Alissa Hall
Michelle Wigzell

Also present: Mary Ann Meier, HR Manager and Tom McCarthy, Director of HR

Meeting was called to order at 1:00 pm by Ann Langley.

Minutes-July 15, 2020 minutes were not attached to backup so minutes will be present at next civil service meeting for approval.

General Public: Lynn Steinbrick spoke specifically about item #5 on the agenda and why her position was changing from part-time to full-time. Michael Reedy, a Trumbull student, was asking questions regarding civil service for a government class he was taking in school. He also wanted to know how to get more involved in Trumbull.

New Business:

We skipped down to item #5, to continue the conversation from general public speaker, Lynn Steinbrick. By unanimous consent there were no objections to take #5 out of order.

Motion made by Michelle Wigzell, seconded by Alissa Hall to table item #5 until a job description is presented to the board. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for Assistant Tax Assessor-Administrative. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. VOTE: 3-0, Barbara Skibiski (computer was muted temporarily) – not voting. Motion passed.

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for a Custodian Wage Group CC. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to advertise, test and recruit for a Fleet Mechanic. This position will be based on experience and training at 100% using a scoring method, thereafter, the top five candidates will be interviewed. Motion carried unanimously (4-0)

Motion made by Michelle Wigzell, seconded by Alissa Hall to table the hiring of the Operations Director until a job description is presented to the board. Motion carried unanimously (4-0)

MOTION to adjourn at 1:49 pm by Michelle Wigzell, seconded by Alissa Hall. VOTE: motion carried unanimously (4-0)

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

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