

CIVIL SERVICE BOARD
MINUTES from ZOOM MEETING
December 9, 2020

Present: Ann Langley, Chair
Alissa Hall
Michelle Wigzell
Barbara Skibiski

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

Meeting was called to order at 1:03 pm by Ann Langley.

MOTION by Alissa Hall, seconded by Michele Wigzell to accept minutes of December 3, 2020.
VOTE: 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Michelle Wigzell to approve the eligibility list for the Fleet Mechanic position. VOTE 4-0 Motion passed

MOTION by Alissa Hall, seconded by Michelle Wigzell to approve the eligibility list for the Custodian position. VOTE 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Michelle Wigzell to approve the provisional appointment in the Nursing Department of Adele Russell as Health Assistant so they may continue to have the help they need until the position is filled. VOTE 4-0 Motion passed

MOTION by Barbara Skibiski, seconded by Alissa Hall to advertise, recruit and test for the Health Assistant position. The examination will be based on an online proficiency assessment examination established by the civil service with weights of 25% and experience and training combined with a medical terminology online proficiency assessment examination score totaling weights of 75%. A medical terminology test will be given if one is available on the Town's OPAC software program. VOTE: motion carried 4-0 unanimously.

MOTION by Barbara Skibiski, seconded by Alissa Hall to re-nominate Ann Langley as Chairperson for 2021. Motion carried unanimously.

MOTION by Michele Wigzell; seconded by Alissa Hall to set the dates for 2021 civil service board meetings on the second Wednesday of every month commencing at 1 pm. VOTE: 4-0 Motion carried unanimously.

MOTION to adjourn at 1:34 pm by Barbara Skibiski, seconded by Alissa Hall. VOTE: motion carried unanimously (4-0)

Respectfully submitted,
Mary Ann Meier
Mary Ann Meier, Clerk