Regular Meeting
January 18, 2017
Newburgh Civil Service Commission

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on January 18, 2017 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY.

Those present were: Thomas Murphy, Chairman
Vera Best, Commissioner
John C. Powell, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Minutes:
December 21, 2016
Motion to Approve & Accept: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous

Personnel Reports:
December 2016
Motion to Approve & Accept: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous

Certifications:
Grants Administrator #64327: 4 Years
Motion to Establish Above Eligible List: John Powell
Motion Second: Vera Best
Motion Carried: Unanimous

Pending Examinations:
1. Promotional Deputy Police Chief Exam: March 18, 2017
2. Open-Competitive Police Chief: March 18, 2017
3. Librarian I
4. Librarian II (OC & Promo)
5. Librarian III (OC & Promo)

New Business:

1. Commission received and reviewed a report of departmental highlights for 2016 which included administration for 17 civil service exams. The Administrator's work was acknowledged by the Commission. A copy of the report is attached hereto.

2. The Commission acknowledged receipt of the 2016 Annual Report from NYS.

Old Business:

1. The Commission received and reviewed a response to a request for information from the City Manager's office. Copy attached hereto.

Communication:

1. The Commission received and reviewed several office related correspondence.

Executive Session:
Motion Made to Enter Executive Session: John Powell
Motion Second: Thomas Murphy
Motion Carried: Unanimous

Motion to Exit Executive Session: Vera Best
Motion Second: Thomas Murphy
Motion Carried: Unanimous

Motion Made to Adjourn: Vera Best
Motion Second: Thomas murphy
Motion Carried: Unanimous

Meeting Adjourned 1:45 p.m.

Respectfully Submitted

Michelle M. Mills, Administrator

Thomas Murphy, Chairman

CIVIL SERVICE COMMISSION 2016 DEPARTMENT HIGHLIGHTS

- Administered 17 civil service exams for the following titles to approximately 1000 candidates. This includes announcing the exams, receiving applications and filing fees, preparing admission notices, securing test sites, monitoring exams, preparing eligible lists and sending candidate results notifications.

  Account Clerk
  Assistant Assessor
  Assistant School Lunch Manager
  City Collector
  Grants Administrator
  Planner
  Firefighter
  Firefighter (Spanish Speaking)
  Police Chief
  Police Officer
  Police Officer (Spanish Speaking)
  Principal Library Clerk
  Recreation Coordinator
  Records Management Officer
  Sanitation Enforcement Officer
  Supervisor of operations and Maintenance
  Water Treatment Plant Operator

- Prepared advertisements for 19 different vacancies; received, reviewed and sorted approximately 600 resumes via email.

- Facilitated Pre-employment Drug Screening for 71 employees

- Administered 4 physical agility test dates for Police & Fire Services

- Facilitated local Civil Service 101 Training

- Established regularly scheduled monthly meeting calendar.
  Only City Board to have meetings live streamed as directed by Ciaravino.

- Prevailed in unprecedented unauthorized Article 78 proceeding initiated by Ciaravino and Cameron. Vindicated by OC Supreme Court and NYS Department of Civil Service.

- Resignation/ New appointment to Commission.