

Regular Meeting
November 20, 2019
Newburgh Civil Service Commission

Summary of Record of Actions Taken at the Regular Meeting of the Newburgh Civil Service Commission held on November 20, 2019 at 1:00 p.m., Council Chambers, 83 Broadway, Newburgh, NY
Those present were:

Vera Best, Commissioner
John Powell, Commissioner
Michelle Mills, Administrator
Michelle Kelson, Corporation Counsel

Minutes:

October 17, 2019 Regular Meeting

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Personnel Reports:

October 2019

Motion to Approve & Accept: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

Certifications:

None

New Business:

1. Request to adopt and job description for Records Management Assistant for Newburgh School District

Motion to adopt as proposed: John Powell

Motion Second: Vera Best

Motion Carried: Unanimous

2. Commission advised of office visit by NYS Department of Civil Service on November 7, 2019 regarding assistance in anticipated layoff process.

Old Business:

None

Correspondence: None

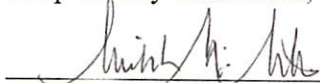
Motion to Adjourn: John Powell

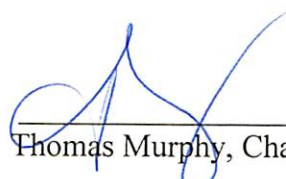
Motion Second: Vera Best

Motion Carried: Unanimous

Meeting Adjourned: 1:08 p.m.

Respectfully Submitted,


Michelle M. Mills, Administrator


Thomas Murphy, Chairman