

**MINUTES OF THE REGULAR MEETING OF THE
CITY OF BROOKLYN CIVIL SERVICE COMMISSION
TUESDAY, JULY 16, 2019 5:00**

Meeting called to order at 5:01 p.m.

MEMBERS PRESENT: Chairman Joe Magrey, Commissioner John Patta,
Commissioner Brandy Emery

MEMBERS ABSENT: None.

OTHERS PRESENT: one resident.

Joe Magrey welcomed new commissioner Brandy Emery. Recognized Michelle Rivera's good and ethical work and her time on the commission.

MOTION by Commissioner Patta, second by Chairperson Magrey to approve the minutes of the Regular Civil Service Meeting held Tuesday, June 18, 2019 at 5:00 pm.

VOTE RESULTED: Yeas – Magrey and Patta. Nays – None. Abstain-Emery

Discussion regarding Assistant Clerk of Court applications. 22 applications, 2 missed deadline. 20 ranked for consideration by Kevin Shebesta, HR consultant. Interviews will be conducted ASAP. Commissioner Patta asked questions regarding the eligibility list and if it was in the Plain Dealer. Commissioner Emery questioned how the interview process worked and Secretary Haig explained. Chairperson Magrey questioned if letters will be mailed to the rejected applicants.

MOTION by Commissioner Patta, second by Joe Magrey to approve eligibility list for Assistant Clerk of Courts.

VOTE RESULTED: Yeas-Magrey, Patta, Emery. Nays-None.

MOTION by Chairperson Magrey, Second by Commissioner Patta to approve letters to be sent to the rejected applicants.

VOTE RESULTED: Yeas- Magrey, Patta, Emery. Nays-None.

Secretary Haig explains the intent for temporary appointment of a part time clerk in the Senior Center. Assistant Senior Center Coordinator will be out for a few weeks.

MOTION by Chairperson Magrey, Second by Commissioner Patta to accept the temporary placement.

VOTE RESULTED: Yeas- Magrey, Patta, Emery. Nays-None.

Secretary Haig explains the Police Officer eligibility list and Certification of eligibility list has been updated based on correspondence from the Mayor. Commissioner Patta questioned how long the list is valid.

MOTION by Commissioner Patta, Second by Chairperson Magrey to reactivate the updated list.

VOTE RESULTED: Yeas- Magrey, Patta, Emery. Nays- None.

Secretary Haig explains the Local 1099 Laborer's eligibility list and Certification of eligibility list has been updated based on correspondence from the Mayor. Commissioner Patta questioned where the list came from. Explained original list from last hire in June 2019 has been updated.

MOTION by Chairperson Magrey, Second by Commissioner Patta to reactivate the updated list.

VOTE RESULTED: Yeas-Magrey, Patta, Emery. Nays-None.

Chairperson Magrey reading the posting for Cleveland.com for the Two (2) part time Jailer/Correction Officer positions.

MOTION by Chairperson Magrey, Second by Commissioner Patta to post for part time Jailer/Correction Officer on Cleveland.com.

VOTE RESULTED: Yeas- Magrey, Patta, Emery. Nays-None.

Discussion on next meeting availability. Will communicate through email.

Resident asked questions to the commission. Asked when next meeting will be and was advised regular scheduled meeting has been cancelled and to watch for notices on the rescheduled date. Asked how HR ranks the applicants. Secretary Haig explained it's broken down and scored by categories. Questioned if the Cleveland.com issue was resolved and was informed that it had been an issue on their end and has been resolved.

There being no other business to come before the Commission, **MOTION** by Chairman Magrey, second by Commissioner Patta to adjourn.

VOTE RESULTED: Yeas – Magrey, Patta, Emery. Nays – None.

Meeting adjourned at 5:45 p.m.