



PERSONNEL/CIVIL SERVICE  
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CIVIL SERVICE COMMISSION  
MEETING ACTIONS  
December 9, 2009  
2:00 P.M.  
CONFERENCE ROOM 3B  
3RD FLOOR, CITY HALL

### Roll Call

Chairman Michael Finn called the meeting to order. In attendance were Commissioner Geraldine George, Commissioner Anthony Cassano, Dianne Rosemark, Ginny Alosco-Werner, and John Whitcomb.

### NEW BUSINESS

#### Minutes of Meeting

Commissioner Cassano made a motion to accept the previous meeting minutes. Commissioner George seconded the motion. The motion passed unanimously.

#### Removal of Name(s) Entry Level Police Officer Eligibility List

Commissioner Cassano made a motion to remove the following names from the Entry Level Police Officer Eligibility list promulgated July 29, 2008 due to cause: Matthew Johnston, Anthony Hayes, and Gregory Garofalo. Commissioner George seconded the motion. The motion passed unanimously.

#### Job Description Review: Legal Secretary

Commissioner Cassano made a motion to accept the new job description, changing the Executive Secretary position in the Corporation Counsel office to a Legal Secretary position. Commissioner George seconded the motion. The motion passed unanimously.

#### Review: Meeting Dates 2010

Commissioner Cassano made a motion to accept the list of dates for meetings in 2010. Commissioner George seconded the motion. The motion passed unanimously.

Chairman Finn entertained a motion to add an item to the agenda, Commissioner Cassano made the motion, and Commissioner George seconded the motion. The motion passed unanimously.

Chairman Finn read into the record his letter of resignation from the Civil Service Commission. He expressed his sincere regret to do this, but was left with no other choice, since he had interest in applying for a full-time position with the City of Danbury. His tendered his resignation effective today, December 9, 2009.

Adjourn

Commissioner George makes a motion to adjourn. Commissioner Cassano seconded the motion. The motion passed unanimously.

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