

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – April 2022
Regular Meeting by Zoom
 April 27, 2022

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Lesly Negron • Commissioner Dennis Daniels • Noelia Marcano, Secretary <p><u>Absent</u></p> <ul style="list-style-type: none"> • Commissioner Carmen Rodriguez 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Acting Director of Community Resilience, Carlos Sosa Lombardo • Deputy City Town Clerk, Mamie Gardner

Meeting opened at 12:33 P.M.

#1 Job Descriptions

Elections/Land Records Specialist

Ms. Marcano introduced the item and introduced Deputy City Town Clerk, Mamie Gardner to the Board. Ms. Marcano summarized the item, explaining that there was a merge of two jobs into one. Ms. Gardner explained that this was due to losing a person who filled one of the positions. Commissioner Mongillo asked if there was a vacancy now, and Ms. Gardner explained that someone is currently performing the duties. Ms. Mongillo asked if this position is for one vacancy, or multiples jobs, and Ms. Gardner informed the Board that it would be one vacancy for one person.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Job description for Elections/Land Records Specialist approved.

Ms. Marcano then asked the Board if they wanted to change the order of the agenda to address the other Assistant City Town Clerk item that was listed as item number five on the agenda. Commissioner Negron motioned to move Item number five, Temporary Pending Test Requests up on the agenda. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions.

#5 Temporary Pending Test Request(s)

Assistant City/Town Clerk and Special Projects Director

Deputy City Town Clerk, Mamie Gardner, explained the need for a Temporary Pending Test for the position of Assistant City Town Clerk, explaining that the Department is short staffed and elections are coming up. The Board asked various questions, which Ms. Gardner and Ms. Marcano answered to the Board's satisfaction. Commissioner Daniels motioned to approve the Temporary Pending Test Request for Assistant City/Town Clerk. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test Request approved.

Ms. Marcano introduced Carlos Sosa Lombardo, Acting Director of the Department of Community Resilience, who went on to explain to the Board the need for a Temporary Pending Test request for Special Projects Director. The Board asked various questions, which were answered by Ms. Marcano and Mr. Sosa Lombardo to the Board's satisfaction. Commissioner Negron motioned to approve the Temporary Pending Test Request.

Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test request approved.

#2 Eligibility Lists

Ms. Marcano requested that the Board add an additional list to the agenda, and that was #22-24 Police Mechanic. Commissioner Negrón made a motion to add list #22-24 Police Mechanic to the agenda. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List #22-24 added to the agenda.

The Board was given the opportunity to view each list virtually on screen before deliberating or voting. There were no members from the public in attendance at that point, so no one was placed in the virtual waiting room.

Ms. Marcano presented results and provided testing and pass/fail data for list #22-14 Assessment Information Clerk II. Upon viewing the list, it was noticed that the scores were not added to the list. Ms. Marcano decided to move on to the next list, with the intention of returning to list #22-14 at the end of the presentation. Ms. Marcano then presented results and provided testing and pass/fail data for list #22-19 HVAC Technician (BOE), list #22-20 Working Carpenter Foreperson, list #22-21 Caretaker, list #22-22 Legislative Assistant Bilingual, list #22-23 PC Support Technician, and list #22-24 Police Mechanic.

Ms. Marcano then asked for a brief recess so that she could input the score for list #22-14 Assessment Information Clerk II. Recess started at 12:58 P.M. Recess ended at 1:00 P.M. Ms. Marcano presented the passing score for the individual listed on list #22-14 Assessment Information Clerk II.

Commissioner Daniels moved to approve eligibility list #22-14 Assessment Information Clerk II, list #22-19 HVAC Technician (BOE), list #22-20 Working Carpenter Foreperson, list #22-21 Caretaker, list #22-22 Legislative Assistant, Bilingual, list #22-23 PC Support Technician, and list #22-24 Police Mechanic for a period of one year. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. Lists approved.

#3 List Amendments/Corrections/Extensions/Exhaustions

Ms. Marcano presented list #21-27E Police Lieutenant, which had an extension request of one additional year. Ms. Marcano then presented list #21-28CE Parking Enforcement Officer, which had an extension request of three months. Commissioner Daniels motioned to extend list #21-27E Police Lieutenant for a period of one year. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. List extension approved. Commissioner Daniels motioned to extend list #21-28CE Parking Enforcement Officer for a period of three months. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. List extension approved.

#4 List Removals

Ms. Marcano presented the names brought to the Board for removal from list #22-11 911 Operator/Dispatcher, Bilingual and list #21-57 Administrative Assistant and explained the reasons.

Commissioner Negrón moved to approve the name to be removed from eligibility list #22-11 911 Operator/Dispatcher, Bilingual. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

Commissioner Negrón moved to approve the name to be removed from eligibility list #21-57 Administrative Assistant, Bilingual. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

List #21-11 911 Operator/Dispatcher, Bilingual - Removals

Rank	Last Name	First Name
4	Clark	Jamilette

List #21-57 Administrative Assistant, Bilingual- Removals

Rank	Last Name	First Name
1	Rodriguez	Michelle

#6 Reinstatement Request

None.

#7 Transfer Request(s)

Ms. Marcano told the Board that there are actually three transfer requests rather than two.

Ms. Marcano presented a transfer request from Yesenia Cruz, who is looking for placement on the transfer list to be considered for vacancies for her position of Administrative Assistant or titles similar to her current title of Administrative Assistant in any department; a transfer request from Jose Soto, who is looking to be considered for vacancies on the Transfer list for his current title of Project Leader (IT) in any department; and an additional transfer request for Latoya Menchan, who is currently a Data Entry Clerk looking for placement in her current title or similar in any department except Vital Statistics. Ms. Marcano went on to clarify that Yesenia Cruz was hired off list #17-8, Jose Soto was hired off list #21-04, and Latoya Menchan was hired off list 16-05E.

Commissioner Daniels motioned to add Latoya Menchan's Transfer Request to the agenda. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. Transfer Request item added to the agenda.

Commissioner Negrón motioned to approve the transfer request for Y. Cruz, Administrative Assistant, J. Soto, Project Leader, and L. Menchan, Receptionist/Data Entry Clerk. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Transfer requests approved.

#8 Board Correspondence

None.

#9 Corporation Counsel Update

None.

#10 Temporary Pending Test Report

Acknowledged. Ms. Marcano summarized various updates. No action required.

#11 Meeting Minutes – March 23, 2022 Regular, April 11, 2022 Special, and April 20, 2022 Special

Ms. Marcano presented the meeting minutes for the March 23, 2022 Regular meeting, the April 11, 2022 Special meeting, and the April 20, 2022 Special meeting. The Board took a moment to review.

Commissioner Negrón motioned to approve the March 23, 2022 Regular meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas except for Commissioner Daniels who abstained. None opposed. March 23, 2022 Regular meeting minutes approved.

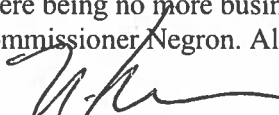
Commissioner Negrón motioned to approve the April 11, 2022 Special meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas except for Commissioner Negrón who abstained. None opposed. April 11, 2022 Special meeting minutes approved.

Commissioner Negron motioned to approve the April 20, 2022 Special meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. April 20, 2022 Special meeting minutes approved.

#12 Other Business

Ms. Marcano discussed needing to move forward on developing a new Civil Service rule for continuous lists. She suggested having Special Meetings in between each regular meeting to continue working on this. The Board agreed. It was then decided that the Board would meet on May 11 for a Special meeting, discuss the item at its May 25 regular meeting, time permitting, then convene a Special meeting again on June 8. The Board set a goal to complete a final draft of the new rule by July 1.

There being no more business to conduct, Commissioner Daniels motioned to adjourn; seconded by Commissioner Negron. All yeas. Meeting adjourned at 1:23 pm.



Noelia Marcano
Secretary

NOTE: For the purpose of compliance with the Freedom of Information Act, these minutes are made available for review subject to later review, revision, and approval by the Civil Service Board.

Civil Service Board Approval Date: 5/25/22