

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING
Special Meeting by Zoom
May 11, 2022**

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Dennis Daniels • Commissioner Wendy Mongillo • Commissioner Lesly Negron • Commissioner Carmen Rodriguez • Noelia Marcano, Secretary 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • City Librarian, John Jessen • Heather O'Grady, Snr PA Human Resources • Jordanne Bryan, PA Human Resources
<p><u>Absent</u></p> <ul style="list-style-type: none"> • None 	

Meeting opened at 12:33 P.M.

#1 Job Description Adoption

Library Circulation Supervisor

Ms. Marcano introduced City Librarian, John Jessen to the Board, and explained the agenda item. It was determined that the wrong item was brought to the Board, and the job description for Library Circulation was not the correct job description sent to the Board. The Board received information on Library Technology Supervisor instead, which also needed to be brought to the Board, but was not on the agenda. It was determined that this item, along with the item of Library Technology Supervisor would need to be brought to the Board at the next Regular Civil Service meeting.

#2 Eligibility Lists

No members of the public were present, so no guests were placed in the virtual waiting room. Ms. Marcano explained that her assistant Heather O'Grady needed to leave the room prior to viewing the lists. Ms. Marcano shared her screen with the Commissioners to show the eligibility lists in advance to voting on them.

Ms. Marcano presented results and provided testing and pass/fail data for list #22-25 Carpenter, and list #22-26 Executive Administrative Assistant.

Commissioner Daniels moved to approve eligibility list #22-25 Carpenter for an initial period of one year. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. List #22-25 Carpenter approved.

Commissioner Negron moved to approve eligibility list #22-26 Executive Administrative Assistant for an initial period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List #22-26 Executive Administrative Assistant approved.

After the Board's acting on these lists, Ms. O'Grady was admitted back into the meeting.

#3 List Removals

Ms. Marcano then presented the names brought to the Board for removal from list #21-45 Floater BOE Maintenance and list #21-51 School Security Officer, and explained the reasons.

Commissioner Negron moved to approve the removal of the names from eligibility list #21-51 School Security Officer. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

Commissioner Negron moved to approve the removal of the names from eligibility list #21-45 Floater, Board of Education. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

List #21-51 School Security Officer - Removals

Rank	Last Name	First Name
1	Taft	Ashley
2	DeLoughery	Maria
3	Cooper	Dominique
4	Ballard	Ryan

List #21-45 Floater – BOE Maintenance - Removals

Rank	Last Name	First Name
4	Outlaw	Javon
6	Jenkins	Adonis
6	Dileone	Ethan
6	Towles	Kendrick
7	Brown	Anthony

#4 Discussion on Civil Service Rules

The proposal to add a provision to the civil service rules to allow for the use of a continuous list model, specifically for the title of Police Officer was discussed. An early draft of proposed language was presented for review on screen, as well as certain sections of the current civil service rules.

Ms. Marcano explained that the Civil Service Board would need to place a definition for continuous lists in the “definition” section of the rules. Commissioner Rodriguez asked a question regarding how an eligible candidate would come off the list. Ms. Marcano explained that continuous list would not carry an expiration date, but rather the individuals on the list would carry their own expiration dates.

Individuals would go to the Board to be certified on to the continuous list. The candidate would be placed in their appropriate rank, and they would remain on the list for one year, unless hired or removed. The list would not expire unless it is deemed no longer necessary. Language still needs to be drafted to deal with that situation.

Commissioner Rodriguez asked Ms. Marcano what the benefit would be for having a continuous list. Ms. Marcano explained that the benefit would be a continuous pool of candidates without having to wait out a prolonged process of testing. This would be made possible through a continuous testing schedule for the entry-level police officer position.

Commissioner Daniels asked if this continuous list model would be used for the Fire Department as well. Ms. Marcano explained that it is not needed for the Fire Department because historically that department has is not affected by a shortage of applicants.

Commissioner Rodriguez questioned if this would put a heavy burden on the Human Resources Department regarding testing. Ms. Marcano answered that this would not be the case because of the low volume of applicants anticipated. It was then questioned if the consulting group would be available for frequent testing, to which Ms. Marcano replied that a streamlined way of testing has been discussed internally in the Human Resources Department.

Ms. Marcano also reminded the Board of its input in the process. Commissioner Rodriguez questioned if this is May 11, 2022 – Civil Service Special Meeting Minutes

something that could be done on a trial basis, or if it is possible to not always allow the list to be continuous, to which Ms. Marcano answered it may be possible, but would need to be discussed.

Commissioner Negron questioned how we would handle rankings; if a person scored a certain rank, but another person tested at a later date and scored higher – could a candidate's rank continually be pushed down? Ms. Marcano explained that with a continuous list, the candidates would be processed quickly before all of the vacancies are filled, and that situation contemplated by Commissioner Negron's question, though possible, would be unlikely. Ms. Marcano explained that a person who placed in a lower rank on an earlier date would most likely be in a much later stage of the process when a higher ranked individual is placed on the list. So that new individual would get a conditional offer, and just be entering the hiring process. This is what creates a continuous pool of applicants.

Ms. Marcano asked the Board what they envisioned the timeline would be regarding the possibility of bringing a final draft to Corporation Counsel, based on the Board's understanding of the concept at this time, and the working out of all needed language. Ms. Marcano laid out to the Board where the rules would need to be changed in the various sections of the current rules. Ms. Marcano also explained that once a rule is changed, the Board must look at what other sections references that rule, as those sections would need to be revised as well.

Commissioner Negron said that July first would be a reasonable date to come up with a final draft. Commissioner Mongillo agreed and suggested a possible additional special meeting to complete the work. Ms. Marcano said that this seemed a reasonable deadline if we continue to meet regularly and allow 90 minutes for the meetings.

Ms. Marcano said that the next regular meeting would be May 25th, for 90 minutes, then a Special meeting on the 8th of June, followed by the regular meeting on June 22nd. Ms. Marcano reminded the Board that July 1st would be a final draft deadline, and that the process of changing our rules would take much longer because there is a process of public hearings to follow.

The Board agreed that the next meeting would be 12:30 to 2:00 on May 25th. Commissioner Rodriguez stated that she would not be available, but the Board agreed they could still move forward with a quorum. The last 30 minutes of the meeting will be dedicated to the rules revision discussion. There will be a Special meeting on June 8th for an hour at 11:00 am. The next Regular meeting will take place on June 2nd at 12:30 and last for 90 minutes, dedicating the last half hour to the rules revision.

Ms. Marcano requested that the Board reread the draft that Ms. Marcano gave them and provide her with any questions they may have.

There being no more business to conduct, Commissioner Daniels motioned to adjourn; seconded by Commissioner Negron. All yeas. Meeting adjourned at 1:30 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: May 25, 2022