

**CITY OF NEW HAVEN CIVIL SERVICE BOARD**  
**MINUTES OF MEETING – May 2022**  
**Regular Meeting by Zoom**  
 May 25, 2022

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Lesly Negron</li> <li>• Commissioner Dennis Daniels</li> <li>• Noelia Marcano, Secretary</li> </ul> <p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• Commissioner Carmen Rodriguez</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Manager of Human Resources &amp; Benefits, Stephen Librandi</li> <li>• Director of Labor Relations, Wendella Battey</li> </ul>

Meeting opened at 1:36 P.M.

**#1 Job Descriptions**

*Coordinator of Human Resources Administration*

Ms. Marcano presented the item and then introduced Stephen Librandi, Manager of Human Resources and Medical Benefits to explain the reason for the new job description to the Board. Mr. Librandi explained the job duties of Executive Administrative Assistant to Human Resources has changed over the years and this job description would recognize this change.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Job description for Coordinator of Human Resources Administration approved.

*Labor Relations Research Associate*

Ms. Marcano presented the item, and introduced Director of Labor Relations, Wendella Battey to the Board. Ms. Battey explained that the current occupant of this position, who is an Executive Administrative Assistant, is working out of her job description, and doing the work and completing job duties that are well beyond the role of Executive Administrative Assistant.

Commissioner Mongillo asked if this would be a new position. Ms. Marcano explained that this position would replace the job title that the person is currently holds, and would still be subject to Civil Service procedures, meaning that the individual would need to test and rank to be hired in the position. This also applies for the prior job description that was presented to the Board; both individuals would need to test into the position, and both are aware of this. The positions are highly specialized positions and would be posted internally.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Job description for Labor Relations Research Associate approved.

Ms. Marcano then asked if the Board would be willing to move out of the order of the agenda because the individuals who just addressed the job descriptions would also be the individuals answering any questions regarding the temporary pending test requests for the positions.

Commissioner Negrón motioned to move out of order of the agenda. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Motion approved.

#### **#5 Temporary Pending Test Request(s)**

##### *Coordinator of Human Resources Administration*

Manager of Human Resources and Benefits Stephen Librandi explained to the Board that this is a key position to the Department and there is an incumbent who is essentially already performing the duties of the job. He is requesting the ability to put this person in the position as temporary pending test while we get the job posted and tested. It is a critical position that is crucial to the running of the Department.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Coordinator of Human Resources Administration. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request approved.

##### *Labor Relations Research Associate*

Director of Labor Relations Wendella Battey reiterated what was stated before and told that Board that this position is also critical to her Department, and that the incumbent is aware that she will need to test into the position.

Commissioner Negrón motioned to approve the temporary pending test request for Labor Relations Research Associate. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test request approved.

#### **#2 Eligibility Lists**

The Board was given the opportunity to view each list virtually on screen before deliberating or voting. Guests were placed in the virtual waiting room.

Ms. Marcano presented results and provided testing and pass/fail data for list #22-27 Parks Foreperson and list #22-28 Meter Checker. After viewing the lists, the guests were brought back into the meeting from the virtual waiting room.

Commissioner Daniels moved to approve eligibility list #22-27 Parks Foreperson for a period of one year. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. List approved.

Commissioner Negrón moved to approve list #22-28 Meter Checker for a period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List approved.

#### **#3 List Amendments/Corrections/Extensions/Exhaustions**

Ms. Marcano explained that the agenda that was published was incorrect due to a clerical error, and list #22-17 Police Officer should have been a list removal rather than an amendment/correction/extension/exhaustion. The record will show that there are no amendments/corrections/extensions/exhaustions at this time.

#### **#4 List Removals**

Guests were moved to the virtual waiting room so that Ms. Marcano could present the names that were being brought to the Board for removal. Once guests were placed in the waiting room, Ms. Marcano presented the names from list #22-11 911 Operator/Dispatcher, list #22-17 Police Officer, and list #22-24 Police Mechanic, citing the reasons for removal. She also informed the Board that the candidates were notified that their names were being brought to the Board for removal.

Guests were then admitted back into the meeting from the virtual waiting room.

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

Commissioner Daniels moved to approve the name to be removed from eligibility list #21-17 Police Officer. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

Commissioner Negron moved to approve the name to be removed from eligibility list #21-24 Police Mechanic. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

**List #22-11 911 Operator/Dispatcher, Bilingual - Removals**

Rank	Last Name	First Name
3	Inahuazo	Peggy

**List #22-17 Police Officer- Removals**

Rank	Last Name	First Name
15	Spano	Tyler
17	Felder	Brandon
24	Herrera	Kaiser
26	Lawrence	Jesse
29	Carignan	Samuel
30	Panettiere	Nicolette
35	Beirne	Thomas
42	Santiago	Michael
44	Dilone	Jeremy
64	Douglas	Ethan
67	Gil-Martinez	Julio
80	Caprio	Samantha
83	Proto	Robert
84	D'Ancicco	Vincent
91	Angelo	Carlos
94	Ramos	Rozimara

**List #22-24 Police Mechanic - Removals**

Rank	Last Name	First Name
2	Berton	Todd

**#6 Reinstatement Request**

None.

**#7 Transfer Request(s)**

Ms. Marcano requested to vote the transfer request onto the agenda. Commissioner Daniels motioned to add the item to the agenda. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Item added to the agenda.

Ms. Marcano presented a transfer request from Shawn Goodhue, who is looking for placement on the transfer list to be considered for vacancies for her position of Administrative Assistant to her current title of Administrative Assistant in any department. Commissioner Daniels motioned to approve the transfer request for Shawn

Goodhue. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed, no abstentions. Transfer request 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 – April 27, 2022 Regular Meeting**

Ms. Marcano explained that the May 11<sup>th</sup> Special Meeting Minutes were not prepared in time for this meeting, but they will be ready for the next Special meeting

Ms. Marcano presented the meeting minutes for the April 27, 2022 Regular Meeting. The Board took a moment to review.

Commissioner Negrón motioned to approve the April 27, 2022 Regular meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Meeting minutes approved.

**#12 Other Business**

Ms. Marcano discussed needing to move forward on revising the Civil Service Rule to allow use of continuous lists. She presented several changes that the Board would need to focus on at the next Special meeting, which will be taking place on June 8<sup>th</sup>, 2022. The Board confirmed the June 8<sup>th</sup> Special meeting to be held at 11:00 am. All Commissioners confirmed their availability. The next Regular meeting scheduled for June 22<sup>nd</sup>, 2022 at 12:30 was also confirmed.

There being no more business to conduct, Commissioner Negrón motioned to adjourn; seconded by Commissioner Daniels. All yeas. Meeting adjourned at 2:13 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:** 6/22/22