

**CITY OF NEW HAVEN CIVIL SERVICE BOARD**  
**MINUTES OF MEETING – April 2022**  
**Special Meeting by Zoom**  
 June 14, 2022

<b><u>Present</u></b>	<b><u>Also Present</u></b>
<ul style="list-style-type: none"> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Dennis Daniels</li> <li>• Commissioner Carmen Rodriguez</li> <li>• Commissioner Lesly Negron</li> <li>• Noelia Marcano, Secretary</li> </ul> <p><b><u>Absent</u></b></p>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• HR Personnel Analyst, Jordanne Bryan</li> <li>• HR Senior Personnel Analyst, Heather O'Grady</li> </ul>

Meeting opened at 1:38 P.M.

Ms. Marcano reminded the Board that in a previous meeting Commissioner Mongillo was voted as Acting Chair on an interim basis.

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

*List #21-51 School Security Officer*

Ms. Marcano explained that list is over 75% used. This is an informative item, and no action is needed. Commissioner Daniels noticed that the list shown on the screen showed list #21-25 School Security Officer. Ms. Marcano acknowledged that she shared the incorrect School Security Officer list in error, and proceeded to share the most current list, which is now exhausted due to only one person remaining on the list, resulting in over 75% of the list being used.

**#2 Meeting Minutes – May 11, 2022 Special Meeting**

Ms. Marcano presented the meeting minutes for the May 11, 2022 Special Meeting. The Board took a moment to review.

Commissioner Daniels motioned to approve the May 11, 2022 Special meeting minutes as presented. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Meeting minutes approved.

**#3 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 entry-level was discussed. The original draft that was created in April was presented for review on screen so that Ms. Marcano could have input from the Commissioners regarding language of the document, specifically on the “definitions” section of the rules.

Ms. Marcano then screen shared several sections of the current civil service rules that she did not believe would need revising. She mentioned that rule sections covering examinations, and eligible lists would need to be revised to allow for a continuous list examination. Ms. Marcano explained that continuous list examinations would need to be listed as another form of an open competitive examination, thus allowing it to be referenced in other parts of the rules.

The Board asked various questions, which Ms. Marcano answered. Ms. Marcano then went on to describe the entire process and steps that need to be taken in order for rule revisions to be approved, including public hearings that would need to take place.

Considering some of the questions and comments expressed by the Board, Ms. Marcano explained that the rules could include a clause stating that the granting of a continuous list examination would be determined for difficult to recruit positions by the Board.

Ms. Marcano went on to explain that candidates would still be notified of their rank on a continuous list. Commissioner Mongillo asked whether ranks would be fluid and change. Ms. Marcano explained that this would be something that would need to be discussed, including the notification of the ranking system.

Another discussion ensued regarding the concern of what would occur if someone obtained a higher rank than someone who tested earlier, and whether or not they would bump that candidate out of their rank. Ms. Marcano explained that while the process is occurring, it would be a continuous flow and should not affect the ranks, depending on where the candidate is in the hiring process. She explained it is controlled by when the next round of certifications may take place.

She also explained that each candidate will carry an expiration date from the date that they were added to the list. She explained that it would allow such a flow that the Department would be able to continuously keep the process going so they would not have to wait for a list to expire.

Commissioner Rodriguez brought up the idea of using the continuous list on a trial basis. Commissioner Mongillo brought up the idea of revisiting the continuous list after a year of trial for the Board to reevaluate and monitor whether it is successful and should be continued. Ms. Marcano suggested that another approach would be to change the rules and then continuously monitor by way of a monthly report that would be brought to the Board for review.

Ms. Marcano shared the rest of the draft and showed the Board what would be discussed at the next meeting.

There being no more business to conduct, Commissioner Daniels motioned to adjourn; seconded by Commissioner Negron. All yeas. Meeting adjourned at 2:37 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: July 6th, 2022**