

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – January 2023 Special Meeting**

January 11, 2023

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none">• Commissioner Wendy Mongillo• Commissioner Leasley Negron• Commissioner Dennis Daniels• Commissioner Carmen Rodriguez• Noelia Marcano Secretary	<ul style="list-style-type: none">• Administrative Assistant HR, Emma Acampora• Assistant Corporation Counsel Atty. Robert Scott
<u>Absent</u> <ul style="list-style-type: none">• None	

Meeting opened at 12:51 pm.

During Commissioner Mongillo’s delay to the meeting, the Board motioned to start the meeting and voted Commissioner Negron to lead until Commissioner Mongillo’s arrival. Votes taken: all yeas; none opposed

#1 Eligibility Lists

The Board was given the opportunity to view the lists virtually on screen before deliberating or voting. There were no guests to place in the virtual waiting room.

Ms. Marcano requested that the Board table eligibility list #23-02 Executive Administrative Assistant to the next meeting taking place on January 25, 2023 as the scoring was not yet completed for this project. Commissioner Daniels motioned to approve the tabling until next meeting. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #23-01 Deputy Director Transportation, Traffic & Parking. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #23-03 Contract Analyst - Purchasing. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #23-04 Special Mechanic Fire. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

#2 Job Descriptions Revisions

Personnel Director

Ms. Marcano presented the item and introduced Regina Rush-Kittle, Chief Administrative Officer. Ms. Marcano pointed out the specific revisions made to the job description to the Board. Minor clarifying questions were asked by Commissioner Mongillo and both Ms. Marcano and Ms. Rush-Kittle answered adequately.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Rodriguez. Votes taken, all yeas, none opposed. Job description revision for Personnel Director approved.

There being no further business to conduct, Commissioner Mongillo motioned to adjourn meeting. Seconded by Commissioner Rodriguez. Meeting adjourned at 1:16 p.m.



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.

1/25/2023

Civil Service Board Approval Date: _____