

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – December 2022 Regular Meeting**

December 21, 2022

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Commissioner Leasley Negron • Noelia Marcano Secretary 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Administrative Assistant HR, Emma Acampora • Gwendolyn Busch, Director of Youth & Recreation • Attorney Pat King, Corporation Counsel • Other members of the Public
<u>Absent</u> <ul style="list-style-type: none"> • Commissioner Carmen Rodriguez 	

Meeting opened at 12:36 pm.

#1 Exam Eligibility or Late Request

None received this month

#2 Job Descriptions

Deputy Director of Youth Operations, and Deputy Director of Youth Administration

Ms. Marcano presented these items to Board and presented Gwendolyn Busch, Director of Youth and Recreation to speak on behalf of both items. Ms. Busch summarized the duties of each position to the Board and their importance to the Department’s goals, mission and programing. Ms. Busch was asked questions by the Board and answered adequately.

Commissioner Daniels motioned to accept the job descriptions for Deputy Director of Youth Operations and Deputy Director of Youth Administration. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions.

#3 Temporary Pending Test Request

Labor Research Associate – Labor Relations

Ms. Marcano presented this item to the Board and presented Attorney Patricia King, Corporation Counsel and Michael Gormany, Acting Budget Director/City Controller to speak on behalf of the item. Ms. King explained the need and important of this temporary pending test position as it would start to close the gap of coverage that is currently taking place in the department until the position is tested for and certified. Minor questions were asked by the Board and Attorney. King answered adequately.

Commissioner Daniels motioned to approve the temporary pending test request for Labor Research Associate – Labor Relations. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions.

#4 Eligibility Lists

The Board was given the opportunity to view the lists virtually on screen before deliberating or voting. Guests were placed in the virtual waiting room. After review, guests were brought back into the meeting.

Ms. Marcano presented results and provided pass/fail data for list #22-69 Administrative Assistant. Commissioner Negron 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 #22-70 Bilingual Administrative Assistant. Commissioner Negrón 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 #22-71 Communications Supervisor. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-72 Deputy Director Zoning. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-73 Public Works Foreperson/Supervisor. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-74 Superintendent of Streets. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #22-75 Municipal Assistant Animal Control Officer. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

#5 List Removals

None received this month

#6 List Amendments/Corrections/Extensions /Expirations

None received this month

#7 Reinstatement Request(s)

None received this month

#8 Transfer Request(s)

None received this month

#9 Board Correspondence

None received this month

#10 Corporation Counsel Update

No update this month

#11 Temporary Pending Test Report

Acknowledged. No Board action required.

#12 Meeting Minutes

Ms. Marcano presented the minutes from the meeting conducted on November 16, 2022 and November 30, 2022. Motioned to accept the meeting minutes as presented was made by Commissioner Negrón. Seconded by Commissioner Daniels. Votes taken: All yeas; none opposed.

#13 Other Business

The next regular meeting date scheduled for January 25, 2023 at 12:30 pm was confirmed. Next special meeting date requested for January 11, 2023 was discussed and confirmed to take place at 12:30 pm.

There being no further business to conduct, Commissioner Mongillo motioned to adjourn meeting. Seconded by commissioner Rodriguez. Meeting adjourned at 1:21 p.m.



Noelia Marciano
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: _____