

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – May 2023 Regular Meeting**

May 24, 2023

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Susan Baldwin Secretary • Commissioner Leasley Negron 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Administrative Assistant HR, Emma Acampora • Other members of the Public
<u>Absent</u> <ul style="list-style-type: none"> • Commissioner Carmen Rodriguez • Commissioner Christopher Mordecai 	

Meeting opened at 12:36 pm.

#1 Job Descriptions

Helpdesk Analyst Supervisor

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed at the Board of Education. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken, all yeas, none opposed. Job description for Helpdesk Analyst Supervisor approved.

Tax Collections Analyst

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin pointed out this is actually just a change in title only and update to the revised job description format. This was previously called Tax Analyst and we are hoping that the change in title helps better focus our recruitment efforts for tax analyst. We've been having a very hard time getting qualified candidates. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Negron motioned to accept the job description. Seconded by Commissioner Daniels. Votes taken, all yeas, none opposed. Job description for Tax Collections Analyst approved.

#2 Exam Eligibility or Late Request

Candidates for Fire Lieutenant, allowed to test provisionally:

- J. Kielar
- T. Ross

Mrs. Baldwin stated that during the posting period of February twentieth, through March sixth. She has several items to present, including copies of correspondence to candidates, proof of Human Resources sending the correspondence and further information. Mrs. Baldwin presented her case showing the timeline of correspondence to both firefighters stating when they need to RSVP by, in order to sit for the Fire Lieutenant's examination. Firefighter James Kielar and Firefighter Troy Ross was given the opportunity to state their cases to the Board in which both stated that not responding in time was an honest oversight. They also both stated that they are dedicated to the City of New Haven and to being a firefighter. Questions were asked to both firefighters by the Board and they both answered adequately.

Attorney Robert Scott was asked to provide any past references where a similar exam eligibility request was brought to the Board and what was the Board's ruling at that time. Attorney Scott stated that a similar was brought to the Board recently in which the Board voted for the fire fighters in question, but there were other circumstances to that case. Attorney Scott also mentioned it was up to the discretion of the Board to approve or deny the request.

Commissioner Negrón motioned to approve the exam eligibility of both provisional firefighters James Kielar and Troy Ross. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed. No Abstentions.

#3 Reinstatement Request(s)

None received this month

#4 List Removals

Guests were moved to the virtual waiting room. Ms. Baldwin presented the names for removal from list eligibility #22-68CR Police Officer. After review, guests were brought back into the meeting.

List #22-68R Police Officer- Removals

Rank	Last Name	First Name
71	Sienko	Christian
80	Fowlin	Dave
38	Morales	Michael
66	Ferro	Antonio
76	Almanzar	Julia
77	Caseras	Rashad

Commissioner Negrón moved to approve the names to be removed from eligibility lists #22-68CR. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. No Abstentions. List removals approved.

#5 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.

Commissioner Daniels motions to add list #23-29 Parking Enforcement Officer. Seconded by Commissioner Negrón. Votes taken; all yeas, none opposed. No Abstentions.

Mrs. Baldwin presented results and provided pass/fail data for list #23-29 Parking Enforcement 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.

Mrs. Baldwin presented results and provided pass/fail data for list #23-30 Superintendent of Motor Vehicles, General Government. Commissioner Negrón motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-31 Lead Inspector. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-32 Public Space Code Enforcement Officer. Commissioner Negrón motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-33 IT Project & Support 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.

Mrs. Baldwin presented results and provided pass/fail data for list #23-34 Supervisor of Applications. Commissioner Negrón motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

#6 Continuous Recruitment Eligibility Lists

Mrs. Baldwin presented results and provided pass/fail data for list #22-69CR Administrative Assistant. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negrón. Votes taken: all yeas; none opposed.

#7 List Amendments/Corrections/Extensions /Expirations

None received this month

#8 Temporary Pending Test Request

None received this month

#9 Transfer Request(s)

V. Cloud, Parking Enforcement Field Supervisor

Mrs. Baldwin presented a transfer request from Velisha Cloud, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of Parking Enforcement Field Supervisor in any department.

Commissioner Negrón motioned to approve the transfer request for Velisha Cloud, Bilingual Parking Enforcement Field Supervisor. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

R. Fuentes, 911 Operator / Dispatcher II

Mrs. Baldwin presented a transfer request from Rose Fuentes, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of 911 Operator / Dispatcher II in any department.

Commissioner Negrón motioned to approve the transfer request for Rose Fuentes, 911 Operator / Dispatcher II. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

#10 Board Correspondence

None received this month

#11 Corporation Counsel Update

No update this month

#12 Temporary Pending Test Report

Acknowledged. No Board action required.

#13 Meeting Minutes

Mrs. Baldwin presented the minutes from the meeting conducted on April 26, 2023 and May 10, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Negrón for meeting minutes dated March 29, 2023 and April 12, 2023; And, seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. Commissioner Negrón abstains for April 26, 2023. Both sets of minutes approved.

#14 Other Business

The next regular meeting date scheduled for June 28, 2023 at 12:30 pm was confirmed. Next special meeting date requested for June 14, 2023 was discussed and confirmed to take place at 12:30 pm.

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

Susan Baldwin
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: _____