

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

June 14, 2023

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

Meeting opened at 12:34 pm.

#1 Exam Eligibility

E. Jones – candidate for Director of Training

Mrs. Baldwin presented the item to the Board and introduced Drillmaster Ernest Jones. Mrs. Baldwin proceed to state to the Board that she received a whistleblower email which alerted her to the fact that one of the exam participants apparently did not meet the requirements of the job description specifically having the EMS Instructor certification, which is a certification in order to qualify and test for the position of Director of Training. Mrs. Baldwin presented multiple screenshots and documentation stating that what the whistleblower was implying about regarding Drillmaster Jones.

Drillmaster Jones had the opportunity to speak in front of the Board and appeal this claim. Drillmaster Jones stated, he sent packets to all the Civil Service Board Commissioners enclosed with documents that he thought to use on behalf of his defense. These documents were not given to the Personnel Director, Susan Baldwin to review prior to the meeting. Drillmaster Jones claimed he did have the EMS Instructor certification at the time of application and was in corresponds with prior Personnel Director, Noelia Marcano. There was a lot of confusion due to the inconsistencies in Drillmaster Jones’ documentation. Commissioner Daniels stated that based on the information in front of him, which at the time of the meeting, no other Commissioner or member of Human Resources had, he wished to motion to vote. Commissioner Mongillo raised that argument that since she or Personnel Director, Susan Baldwin, did not have the same documentation as Commissioner Daniels, that we would table this vote until the documents have been received by all parties and received.

Commissioner Mordecai motioned to table the exam eligibility vote of Drillmaster Jones until the next Civil Service meeting on June 27, 2023. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

#2 Job Descriptions

Athletic Trainer

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 Mordecai. Votes taken, all yeas, none opposed. Job description for Athletic Trainer approved.

Board of Education Labor And Employment Attorney

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 Mordecai. Votes taken, all yeas, none opposed. Job description for Board of Education Labor And Employment Attorney approved.

Board of Education Procurement Coordinator

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 Mordecai. Votes taken, all yeas, none opposed. Job description for Board of Education Procurement Coordinator approved.

Executive Administrative Assistant to Human Resources

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 due to the vacancy created by a retirement in Human Resources. 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 Mordecai. Votes taken, all yeas, none opposed. Job description for Executive Administrative Assistant to Human Resources approved.

#3 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.

Mrs. Baldwin presented results and provided pass/fail data for list #23-09CR School Security Officer. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-35 Operations Supervisor, Accounts Payable. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-36 Account Clerk IV. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-37 Planner II. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-38 Public Works Supervisor Foreperson. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-39 Municipal Assistant Animal Control Officer. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-40 Recreation Program Supervisor. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#4 List Removals

Guests were moved to the virtual waiting room. Mrs. Baldwin presented the names for removal from list eligibility #22-68 Police Officer, #22-32 911 Operator / Dispatcher, #23-09CR School Security Officer, and #23-17 Library Technical Assistant. After review, guests were brought back into the meeting. Commissioner Daniels moved to approve the names to be removed. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.
List removals approved.

List #22-68R Police Officer- Removals

Rank	Last Name	First Name
51	Olivo	Johnny
58	Hernandez	Melvin
62	Fain	Michael
63	Briones	Hernandez

List #22-32 911 Operator / Dispatcher

Rank	Last Name	First Name
9	Sams	Jasmine
10	Walker	Ebony
11	Disdier	Christian
12	Alex	Shelvrenia

23-09CR School Security Officer

Rank	Last Name	First Name
3	Baldwin	Daisha

#23-17 Library Technical Assistant

Rank	Last Name	First Name
3	Warshaw	Dominic
4	Green	MaryAnn

#5 List Amendments/Corrections/Extensions /Expirations

Mrs. Baldwin presented lists #23-17 Library Technical Assistant, #23-18 Park Ranger, and #23-23 Program Director of Nursing to be exhausted. Mrs. Baldwin presented the item and explained to the Board the individual circumstances in which each list needed to be exhausted.

Commissioner Daniels moved to exhaust lists #23-17 Library Technical Assistant, #23-18 Park Ranger, and #23-23 Program Director of Nursing. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

Mrs. Baldwin presented lists #23-29C Parking Enforcement Officer and #30C Superintendent of Motor Vehicles, General Government. Mrs. Baldwin explained to the Board that the scores on both lists needed to be corrected due to the lack of adding residency points. Mrs. Baldwin also informed the Board that the ranks were not impacted.

Commissioner Daniels moved to correct lists #23-29C Parking Enforcement Officer and #30C Superintendent of Motor Vehicles, General Government. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#6 Transfer Request(s)

Ms. Baldwin presented a transfer request from Tracie Ormond, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of Administrative Assistant in any department.

Commissioner Daniels motioned to approve the transfer request for Tracie Ormond, Administrative Assistant Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

There being no further business to conduct, Commissioner Daniels motioned to adjourn meeting. Seconded by Commissioner Mordecai. Meeting adjourned at 12:48 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: _____