

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

July 26, 2023

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Dennis Daniels</li> <li>• Commissioner Christopher Mordecai</li> <li>• Commissioner Carmen Rodriguez</li> <li>• Commissioner Leasley Negrón</li> <li>• Susan Baldwin Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Rebecca Bombero, Deputy Chief Administrator Officer &amp; Acting Director of Parks &amp; Public Works</li> <li>• Michael Gormany, Budget Director &amp; Acting Controller</li> <li>• Executive Administrative Assistant HR, Emma Acampora</li> <li>• Other members of the Public</li> </ul>
<p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. John Leonard</li> </ul>	

Meeting opened at 12:37 pm.

**#1 Job Descriptions**

*Carpenter*

Mrs. Baldwin presented the item and introduced Rebecca Bombero, Deputy Chief Administrator Officer & Acting Director of Parks & Public Works who spoke on behalf of the item. Ms. Bombero pointed out the specific job duties of the position and explained that this position was needed in the Parks & Public Works. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. Questions were asked by the Board and Ms. Bombero answered adequately.

Commissioner Negrón motioned to accept the job description. Seconded by Commissioner Daniels. Votes taken, all yeas, none opposed. Job description for Carpenter approved.

*Fair Rent Commission Field Representative*

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 in the Department of Fair Rent Commission. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. Questions were asked by Commissioner Daniels and Mrs. Baldwin answered adequately.

Commissioner Rodriguez motioned to accept the job description. Seconded by Commissioner Daniels. Votes taken, all yeas, none opposed. Job description for Fair Rent Commission Field Representative approved.

*Regulatory Compliance Coordinator*

Mrs. Baldwin presented the item and introduced Michael Gormany, Budget Director & Acting Controller who spoke on behalf of the item. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Department of Finance. 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 Rodriguez. Votes taken, all yeas, none opposed. Job description for Regulatory Compliance Coordinator approved.

**#2 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 #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.

Mrs. Baldwin presented results and provided pass/fail data for list #23-49 Program Director Nursing. 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 #23-50 Senior Sanitarian. 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 #23-51 Police Records Clerk. 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 #23-52 Elections Land Records Specialist. 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 #23-53 Zoning 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 #23-54 Executive Administrative Assistant to HR. 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 #23-55 Finance Compliance & Assurance Auditor. 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 #23-56 PC Support Technician. 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 #23-57 Treasury & Investment Analyst. 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 #23-58 Aquaculture Technician. 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 #23-59 Athletic Trainer. 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 #23-60 BOE Labor & Employment Attorney. 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 #23-61 Helpdesk Analyst Supervisor. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-62 Deputy Fire Chief. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-63 Director of Training. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-64 Deputy Fire Marshal. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-65 Fire Investigative Supervisor. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-66 Life Safety Compliance Officer. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-67 Public Assembly Inspector. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #23-68 Fire Lieutenant. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

### **#3 List Amendments/Corrections/Extensions /Expirations**

Mrs. Baldwin presented list #22-32 911 Operator Dispatcher I to be extended by 3 months.

Commissioner Daniels moved to approve list #22-32 911 Operator Dispatcher I extension for a period of 3 months. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented lists #23-22 Police Mechanic, #23-40 Recreation Program Supervisor and #23-45 Deputy Director of Operations 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 #23-22 Police Mechanic. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions

Commissioner Daniels moved to exhaust lists #23-40 Recreation Program Supervisor. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions

Commissioner Daniels moved to exhaust lists #23-45 Deputy Director of Operations. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions

#### **#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 #22-68CR Police Officer- Removals

<b>Rank</b>	<b>Last Name</b>	<b>First Name</b>
97	Lauro	Polvo
99	DeMelo	Livia
8	Feliz	Dayro
70	Bruno	Shane
83	Lopez	Eric
84	Surace	Nancy
85	Sandoval	Luis
95	Askew	Mckaela
96	Preuka	Daniel

Commissioner Negron 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 Temporary Pending Test Request**

Mrs. Baldwin presented the temporary pending test request for the position of Accounts Payable Auditor II. Mrs. Baldwin introduced Michael Gormany, Budget Director & Acting Controller who spoke on behalf of the item and explained to the Board that the department is trying to fill the vacancy as soon as possible due to end of the fiscal year auditing quickly approaching.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Finance Compliance & Assurance Monitor. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#### **#6 Temporary Pending Test Report**

Acknowledged. No Board action required

#### **#7 Transfer Request(s)**

*E. Berdiel, Administrative Assistant*

Mrs. Baldwin presented a transfer request from Elva Berdiel, 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 Negron motioned to approve the transfer request for Elva Berdiel, Administrative Assistant. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

*X. Garcia, Administrative Assistant Bilingual*

Mrs. Baldwin presented a transfer request from Xiomara Garcia, 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 Bilingual in any department.

Commissioner Negrón motioned to approve the transfer request for Xiomara Garcia, Administrative Assistant Bilingual. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

**#8 Reinstatement Requests**

None received this month

**#9 Board Correspondence**

None received this month

**#10 Corporation Counsel Update**

No update this month

**#12 Meeting Minutes**

Mrs. Baldwin presented the minutes from the meeting conducted on June 28, 2023 and July 11, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Negrón for meeting minutes dated June 28, 2023 and July 11, 2023; And, seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. Commissioner Mordecai abstains for May 24, 2023. Both sets of minutes approved.

**#13 Other Business**

The next regular meeting date scheduled for August 30, 2023 at 12:30 pm and special meeting date scheduled for August 16, 2023 at 12:30 pm was discussed and confirmed.

There being no further business to conduct, Commissioner Daniels motioned to adjourn meeting. Seconded by Commissioner Rodriguez. Meeting adjourned at 1:14 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: Susan Baldwin 8/30/23

