

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

August 16, 2023

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

Meeting opened at 12:38 pm.

#1 Job Descriptions

Assistant Building & Plans Official

Mrs. Baldwin presented the item and introduced Robert Dillion, Building Official. Mrs. Baldwin pointed out the specific job duties of the position and explained that this position was needed in the Office of Building Inspection & Enforcement. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. Commissioner Negrón asked questions and Mr. Dillion answered adequately.

Commissioner Negrón motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Assistant Building & Plans Official approved.

Community Engagement Coordinator – YARD

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 Youth & Recreation. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Negrón motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Community Engagement Coordinator – YARD approved.

Project Liaison – YARD

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 Youth & Recreation. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked.

Commissioner Negrón motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Project Liaison – YARD approved.

Overdose Prevention Navigator

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 Health Department. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions. No questions were asked

Commissioner Negrón motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Overdose Prevention Navigator 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 #23-69 Park Ranger. Commissioner Negrón 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 #23-70 Project Leader IT. Commissioner Negrón 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 #23-71 Executive Administrative Assistant. Commissioner Negrón motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#3 Candidate Removal(s) from Eligibility List

Guests were moved to the virtual waiting room. Ms. Baldwin presented the names for removal from list eligibility #22-68CR Police Officer, #22-69CR Administrative Assistant, #23-09C School Security Officer and #23-29 Parking Enforcement Officer. After review, guests were brought back into the meeting.

List #22-68R Police Officer- Removals

Rank	Last Name	First Name
57	Colon	Hector
64	DaSilva	Roberto
81	Hundley	Joseph
82	Pittman	Anthony

List #22-69CR Administrative Assistant

Rank	Last Name	First Name
2	Green	Mary Ann

List #23-09C School Security Officer

Rank	Last Name	First Name
1	Rosario	Victor

List #23-29 Parking Enforcement Officer

Rank	Last Name	First Name
1	Ontaneda	Mike
2	Chambers	David
3	Greene	Michael

Commissioner Negrón moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #22-69CR Administrative Assistant, #23-09C School Security Officer and #23-29 Parking Enforcement Officer. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions. List removals approved. Mary Ann Green was present, and asked to be heard regarding removal from #22-69CR Administrative Assistant. Commissioner Mongillo tabled this to be heard at the next meeting.

#4 Voluntary Demotion Request

T. Hewston, Municipal Assistant Animal Control Officer to Kennel Worker

Mrs. Baldwin presented the item and spoke on behalf of it. She explained that Tammy Hewston wished to be voluntarily demoted from Municipal Assistant Animal Control Officer to Kennel Worker.

Commissioner Negrón asked questions and Mrs. Baldwin answered adequately.

Commissioner Negrón motioned to approve the voluntary demotions of Tammy Hewston from Municipal Assistant Animal Control Officer to Kennel Worker. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#5 Transfer Request

J. McDuffie (911 Operator / Dispatcher II)

Mrs. Baldwin presented a transfer request from Jamone McDuffie, 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 / Dispatch II in any department.

Commissioner Negrón motioned to approve the transfer request for Jamone McDuffie, 911 Operator / Dispatch II. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

D. Wright (Administrative Assistant)

Mrs. Baldwin presented a transfer request from Denise Wright, 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 Negrón motioned to approve the transfer request for Denise Wright, Administrative Assistant. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

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

There being no further business to conduct, Commissioner Negrón motioned to adjourn meeting. Seconded by Commissioner Mordecai. Meeting adjourned at 1:10 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