

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

August 30, 2023

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

Meeting opened at 12:32 pm.

#1 List Removals

M. Green, Administrative Assistant

Mary Anne Green’s removal was tabled from the previous meeting. Mrs. Baldwin introduced the item and explained that Ms. Green declined two separate interviews from two separate department, which would be defined as two declinations and be removed from the Civil Service certified list of Administrative Assistant. Commissioner Mongillo gave Ms. Green the opportunity to speak to the Board. Commissioner Negron motioned to table this item again, on the grounds that we need to wait a department to return Ms. Green’s interview report. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. No Abstentions.

Guests were moved to the virtual waiting room. Ms. Baldwin presented the names for removal from list eligibility #22-68CR Police Officer and list #22-32 911 Operator / Dispatcher. After review, guests were brought back into the meeting.

List #22-68CR Police Officer- Removals

Rank	Last Name	First Name
13	Barham	Lamont

List #22-32 911 Operator / Dispatcher Removals

Rank	Last Name	First Name
14	George	Deshaya
14	Rivers	Dorethea

Commissioner Negron moved to approve the names to be removed from eligibility lists #22-68CR and list #22-32 911 Operator / Dispatcher. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. No Abstentions.
List removals 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 #23-72 Accounts Payable Auditor II. Commissioner Negron 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 #23-73 Library Technical 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.

#3 List Amendments/Corrections/Extensions /Expirations

Mrs. Baldwin presented list #22-69CR Administrative Assistant to be corrected. Mrs. Baldwin explained that there was a miscalculation of scores which allowed new names to be added to the continuous recruitment list. She further explained that the new names added to the list would not be at a disadvantage when hiring due the numerous number of vacancies on the City side and the Board of Education.

Commissioner Negron moved to approve list #22-69CR Administrative Assistant to be corrected. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. No Abstentions

#4 Temporary Pending Test Request

Mrs. Baldwin presented the temporary pending test request for the position of Project Coordinator - Engineering. Mrs. Baldwin introduced Giovanni Zinn, City Engineer 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 its vital role in the department.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Project Coordinator - Engineering. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions

#5 Temporary Pending Test Report

Acknowledged. No Board action required

#6 Transfer Request(s)

A. Edwards, Title Maintenance Clerk

Mrs. Baldwin presented a transfer request from Aryella Edwards, who is looking for placement on the transfer list to be considered for vacancies with her current or similar title in her position of Title Maintenance Clerk in any department.

Commissioner Daniels motioned to approve the transfer request for Aryella Edwards, Title Maintenance Clerk. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

T. McNeal, Administrative Assistant

Mrs. Baldwin presented a transfer request from Taylor McNeal, 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 Taylor McNeal, Administrative Assistant. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

#7 Reinstatement Requests

None received this month

#8 Board Correspondence

None received this month

#9 Corporation Counsel Update

No update this month

#10 Meeting Minutes

Mrs. Baldwin presented the minutes from the meeting conducted on July 26, 2023 and August 16, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Negron for meeting minutes dated July 26, 2023 and August 16, 2023; And, seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. Commissioner Daniels abstains for August 16, 2023. Both sets of minutes approved.

#11 Other Business

The next regular meeting date scheduled for September 27, 2023 at 12:30 pm and special meeting date scheduled for September 13, 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 Negron. Meeting adjourned at 12:59 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: Snowbach 09/27/23

