

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

October 25, 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>• Susan Baldwin Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Assistant Corporation Counsel Atty. John Leonard</li> <li>• Executive Administrative Assistant HR, Emma Acampora</li> <li>• Other members of the Public</li> </ul>
<u>Absent</u> <ul style="list-style-type: none"> <li>• Commissioner Carmen Rodriguez</li> <li>• Commissioner Leasley Negron</li> </ul>	

Meeting opened at 12:33 pm.

**#1 Job Descriptions**

*Human Resources Associate*

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 Human Resources Department to replace the currently budgeted position of Administrative Assistant. The change in title is due to the position placed under Executive Management & Confidential employees due to the nature of the work. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Human Resources Associate approved.

*Talent Acquisition & Training Lead*

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 Human Resources Department to replace the currently budgeted position of Senior Personnel Analyst. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Talent Acquisition & Training Lead approved.

*Program Coordinator PRESS Forward*

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 as they received a new grant that initiated this new position within their department. Mrs. Baldwin gave the Board an opportunity to read over the job description and to ask questions.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Program Coordinator PRESS Forward approved.

Mrs. Baldwin asked the Board if they would allow another job description for the title of Firefighter/Medic Lateral to be voted onto the agenda. Commissioner Daniels motioned to approve to add the job description for Firefighter/Medic Lateral onto the agenda. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed.

*Firefighter/Medic Lateral*

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 Fire Department. Currently the Fire Department has numerous vacancies and this position title would allow other certified firefighter/medics to transfer into the department. This position will then alleviate some of the vacancies until the City can test for Firefighter Entry Level.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes taken, all yeas, none opposed. Job description for Firefighter/Medic Lateral 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 #22-68CR Police 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 #23-09CR 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 #23-91 Project Coordinator Engineering. 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 #23-93 Building Plans Examiner. 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 #23-94 BOE Procurement Coordinator. 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 #23-95 Assistant Director of Comprehensive Planning. Commissioner Daniels 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, #23-60 BOE Labor & Employment Attorney, #23-82 Program Director, Nursing and #23-88 Assistant Building & Plans Official. 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>
9	Naranjo	Mark
23	Borowitz	Nicholas

12	Tracy	Anthony
2	Paige	Daniel

List #23-60 BOE Labor & Employment Attorney

Rank	Last Name	First Name
1	Comisky	Kurt

List #23-82 Program Director, Nursing

Rank	Last Name	First Name
1	Going	Fabiola

List #23-88 Assistant Building & Plans Official

Rank	Last Name	First Name
1	Masood	Madiha

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #23-60 BOE Labor & Employment Attorney, #23-82 Program Director, Nursing and #23-88 Assistant Building & Plans Official. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

**#4 Temporary Pending Test Report**

Acknowledged. No Board action required

**#5 Transfer Requests**

*T. Vargas – Administrative Assistant*

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

**#6 Board Correspondence**

None received this month

**#7 Corporation Counsel Update**

Assistant Corporation Counsel Attorney John Leonard explained to the Board that Susan Baldwin, Personnel Director reached out to him requesting a legal opinion. This opinion was in regard to the City vs. Board of Education question of appointment vs hiring. The Board members went into executive session to disclose further details of the matter. The Board members then returned into normal session.

This is a no action item.

**#8 Meeting Minutes**

Mrs. Baldwin presented the minutes from the meeting conducted on September 27, 2023 and October 11, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Daniels for meeting minutes dated September 27, 2023 and October 11, 2023; And, seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. Both sets of minutes approved.

**#9 Other Business**

The next regular meeting date scheduled for November 29, 2023 at 12:30 pm and special meeting date scheduled for November 8, 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 Mordecai. Meeting adjourned at 1:15 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 11/29/23