

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

November 29, 2023

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

Meeting opened at 12:37 pm.

#1 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 #23-99 Administrative Customer Service 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 #23-100 Program Director, Nursing. 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 #23-101 Human Resources Associate. 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 #23-102 Talent Acquisition & Training Lead. 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 #23-103 Deputy Community Services Administrator. 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 #23-104 Firefighter Paramedic Lateral. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#2 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, #23-21 Special Mechanic Fire, #23-27 Administrative Assistant Bilingual, #23-41 Outdoor Adventure Coordinator, and #23-80 Citizen Response Specialist. After review, guests were brought back into the meeting.

List #22-68CR Police Officer- Removals

Rank	Last Name	First Name
3	Dobosz	Dylan
22	Santiago	Michael

List #23-21 Special Mechanic Fire

Rank	Last Name	First Name
1	Rocco	Peter

List #23-27 Administrative Assistant Bilingual

Rank	Last Name	First Name
2	Arellano	Norma

List #23-41 Outdoor Adventure Coordinator

Rank	Last Name	First Name
2	Terlik	David

List #23-80 Citizen Response Specialist

Rank	Last Name	First Name
1	Higgins	Crystal

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #23-21 Special Mechanic Fire, #23-27 Administrative Assistant Bilingual, #23-41 Outdoor Adventure Coordinator, and #23-80 Citizen Response Specialist. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

#3 Eligibility List Amendments/Corrections/Extensions/Exhausted

Mrs. Baldwin presented list #22-71E Communications Supervisor to be extended by 3 months. Commissioner Daniels moved to approve list #22-71E Communications Supervisor extension for a period of 3 months. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented list #22-72E1 Deputy Director Zoning to be extended by 3 months. Commissioner Daniels moved to approve list #22-72E1 Deputy Director Zoning extension for a period of 3 months. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented list #23-05E Fire Captain to be extended by 3 months. Commissioner Daniels moved to approve list #23-05E Fire Captain extension for a period of 3 months. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented list #23-06E Fire Inspector Investigator to be extended by 3 months. Commissioner Daniels moved to approve list #23-06E Fire Inspector Investigator extension for a period of 3 months. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

Mrs. Baldwin presented list #23-91C2 Project Coordinator Engineering to be corrected. Mrs. Baldwin explained to the Board that a scrivener's error occurred in the reporting of the score in rank 8; the corrected score is represented here. There is no change to rank order. Commissioner Daniels moved to approve list #23-91C2 Project Coordinator Engineering correction. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#4 Temporary Pending Test Report

Acknowledged. No Board action required

#5 Candidate for Supervisor of Building Facilities: M Ingrassia

Mrs. Baldwin presented the item to the Board and explained she received an email from Mrs. Ingrassia concerning the extension of a current job posting that he had applied for. This email included numerous questions that Mrs. Baldwin read to the Board and provided a copy of in their meeting packets. Mrs. Baldwin explained that the job posting for the position of Supervisor of Building Facilities was extended from its original closing date due to advertising restrictions which included posting the position on a website that required it up for a certain amount of time. Mrs. Baldwin explains that the position was not accepting just internal candidates but external as well based off the department's request.

Mr. Ingrassia was then given the opportunity to speak. Mr. Ingrassia provided his timeline of events and read some email correspondence between himself and Mrs. Baldwin that once again was given to the Board in their meeting packet. Mr. Ingrassia was concerned as to why he was not notified that the job posting was extended as a courtesy and why the position was not deemed promotional. Mrs. Baldwin proceeded to explain to the Board why the posting was not deemed promotional as it was by the Fire Department's request and authority to decide.

Attorney John Leonard was then brought in for his guidance. Attorney Leonard stated that he works within the parameters of the Civil Service Rules and requested the correspondence be sent to him for further review. Marcela Garcia, Manager of Human Resources & Benefits was also given the opportunity to speak and stated the length of job posting and the advertising of job posting is not listed anywhere in the Civil Service and suggested that this matter is not actually governed by the Civil Service Board.

Commissioner Daniels moved to table this item. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#6 Candidate for Park Foreperson: J. Parker

Mrs. Baldwin presented the item to the Board. Ms. Parker was then given the opportunity to speak to the Board. Ms. Parker explains that she has some questions regarding the certified list for the position of Park Foreperson. Ms. Parker voices her concerns pertaining to departmental training and has "no faith in management". She also goes on to explain her concerns regarding the way the Park Foreperson exam was conducted. This examination was a take-home Training and Experience Evaluation. Ms. Parker explained that she finds the way the examination was conducted did not allow candidates to accurately show their skills for the position. Mrs. Baldwin, explained to the Board that the manner that an examination is conducted is up to the Personal Director's discretion. Mrs. Baldwin also explained that the

Department of Human Services offered two workshops for the candidates to provide them the tools for success on the exam in which Ms. Parker did attend. Ms. Garcia, Manager of Human Resources & Benefits was also given the opportunity to speak and stated that the matters that Ms. Parker brought up do not fall under the authority of the Civil Service Board but rather the hiring department. Commissioner Mongillo stated that this matter should once again be brought to Attorney John Leonard's attention for further review.

Commissioner Daniels moved to table this item. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#7 Board Correspondence

None received this month

#8 Corporation Counsel Update

None received this month

#9 Meeting Minutes

Mrs. Baldwin presented the minutes from the meeting conducted on October 25, 2023 and November 8, 2023. Motion to accept the meeting minutes as presented was made by Commissioner Daniels for meeting minutes dated October 25, 2023 and November 8, 2023; And, seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. Both sets of minutes approved.

#10 Other Business

The next regular meeting date scheduled for December 20, 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 1:18 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: December 20, 2023