

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – March 2024 Regular Meeting**

March 27, 2024

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Commissioner Christopher Mordecai • Susan Baldwin Personnel Director 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. John Leonard • Executive Administrative Assistant HR, Emma Acampora • HR Associate, Jennifer Canas • Other members of the Public

Meeting opened at 12:35 pm.

#1 Job Descriptions

Deputy Purchasing Agent

Mrs. Baldwin presented the item and Michael Gormany spoke on behalf of it. Mr. Gormany pointed out the specific job duties of the position and explained that this position needs to be resurrected within the Finance Department in the Purchasing division. The position would be needed as the department revamps some of the policies and procedures and working with vendors on procurement. Mr. Gormany gave the Board an opportunity to read over the job description.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Deputy Purchasing Agent approved.

Emergency Management Director

Mrs. Baldwin presented the item and spoke on behalf of it. Mrs. Baldwin and Rebecca Bombero pointed out the specific job duties of the position and explained that this position is needed to alleviate job responsibilities from other employees in the Chief Administrative Office Department.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Emergency Management Director.

#2 Eligible 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.

Commissioner Mongillo presented results and provided pass/fail data for list # 22-69CR Administrative Assistants. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Commissioner Mongillo presented results and provided pass/fail data for list # 24-14 911 Operator/Dispatcher Bilingual. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Commissioner Mongillo presented results and provided pass/fail data for list # 24-15 Assistant Registrar Vital Statistics, Bilingual. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Commissioner Mongillo presented results and provided pass/fail data for list # 24-16 Tax Collections Analyst. 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, #22-69CR Administrative Assistant, #23-09CR School Security Officer, #23-77 Administrative Assistant, Bilingual, #23-51 Police Records Clerk, and #23-97 CR Project Leader, IT. After review, guests were brought back into the meeting.

List #22-68CR Police Officer- Removals

Rank	Last Name	First Name
12	Sein	Joel
23	Genovese Jr	Jamie
33	Little	Karla
34	Ross	Michael
1	Hundley	Joseph
7	Castro	Andres
16	Hickey	Alex
19	Logan	Jamie
20	Bosco	Jon
1	Martinez	Rafael
1	Duhamel	Anthony
2	Ferriby	Luke
5	O'Brien	John
6	Rodriguez	Nancy
7	Castillo	Joshua
1	Corbin	Tamyia
2	Ney	Kenneth
1	Grzebisz	Derek
8	Turner	Joseph
13	Lusardo	Joseph
14	Franco	Matthew
23	Mateo	Stephanie

30	Randolph	Raheim
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List #22-69CR Administrative Assistant- Removals

Rank	Last Name	First Name
3	Rodriguez	Alexis

List #23-09CR School Security Officer- Removals

Rank	Last Name	First Name
1	Spradley	Katrina
8	Hasiotis	Athanasio

List #23-77 Administrative Assistant, Bilingual- Removals

Rank	Last Name	First Name
1	Andrade	Lissette

List #23-51 Police Records Clerk- Removals

Rank	Last Name	First Name
4	Medor	Octavia

List #23-97CR Project Leader, IT- Removals

Rank	Last Name	First Name
1	Marcellus	Jonathan

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #22-69CR Administrative Assistant, #23-09CR School Security Officer, #23-77 Administrative Assistant, Bilingual, #23-51 Police Records Clerk, and #23-97 CR Project Leader, IT. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

#4 Transfer Requests

S. Dingle, Administrative Assistant

Mrs. Baldwin presented a transfer request from Steven Dingle, who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Administrative Assistant.

Commissioner Daniels motioned to approve the transfer request for Steven Dingle, Administrative Assistant. Seconded by Commissioner Mordecai. Votes all taken; all yeas, none opposed, no abstentions. Transfer request approved.

Mrs. Baldwin presented a transfer request from Keith Sheeley Jr., who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Administrative Assistant.

Commissioner Daniels motioned to approve the transfer request for Keith Sheeley Jr., Administrative Assistant. Seconded by Commissioner Mordecai. Votes all taken; all yeas, none opposed, no abstentions. Transfer request approved.

Mrs. Baldwin presented a transfer request from Amy Pagani, who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Bilingual Administrative Assistant.

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

Mrs. Baldwin presented a transfer request from Corrine Smith, who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Collections Services Supervisor.

Commissioner Daniels motioned to approve the transfer request for Corrine Smith, Collections Services Supervisor. Seconded by Commissioner Mordecai. Votes all taken; all yeas, none opposed, no abstentions. Transfer request approved.

#5 Board Correspondence

Acknowledged– no action needed.

#6 Corporation Counsel Update

Acknowledged– no action needed.

#7 Meeting Minutes

Commissioner Mongillo presented the minutes from the meeting conducted on February 26, 2024. Motion to accept the meeting minutes as presented was made by Commissioner Mordecai for meeting minutes dated February 26, 2024; And, seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. Meeting minutes approved.

Next Meeting

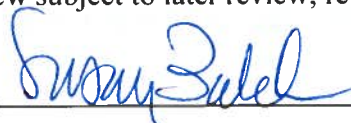
The next regular meeting date scheduled for April 24, 2024 at 12:30 pm was discussed and confirmed.

There being no further business to conduct, Commissioner Mordecai motioned to adjourn meeting. Seconded by Commissioner Daniels. Meeting adjourned at 1:01 pm.

Susan Baldwin
Personnel Director

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:

 4/24/24