

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – May 29, 2024 Regular Meeting**

May 29, 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 12:32 pm.

#1 Job Descriptions

Deputy Director Office of Policy, Management, & Grants

Mrs. Baldwin presented the item and stated the new role will aid in labor relations matters, policy development, and implementation of budget recommendations. Mrs. Baldwin noted that this new role will also provide much needed assistance to the Director of the department.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Deputy Director Office of Policy, Management, & Grants has been approved.

Junior Accountant

Mrs. Baldwin presented the item and informed the Board the job description is still in dispute with Labor Relations, therefore, not approved.

Commissioner Daniels motioned to table the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Junior Accountant has been tabled.

#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.

Mrs. Baldwin requested the Board to add #22-68CR Police Officer to the agenda. Commissioner Daniels motioned to approve the addition of #22-68CR Police Officer to the agenda. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Commissioner Mongillo 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.

Commissioner Mongillo presented results and provided pass/fail data for list #23-97CR Project Leader, IT. 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, #23-51 Police Records Clerk, and #24-07 Program Director Nursing. After review, guests were brought back into the meeting.

List #22-68CR Police Officer - Removals

Rank	Last Name	First Name
4	Smith	Kyle
3	Osborne	Tyler

List #23-51 Police Records Clerk - Removals

Rank	Last Name	First Name
6	Longwood	Niki
7	Rivera	Abraham
7	Nurnberg	Charles

List #24-07 Program Director Nursing

Rank	Last Name	First Name
1	Allis Vazquez	Jennifer

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #23-51 Police Records Clerk, and #24-07 Program Director Nursing. Seconded by Commissioner Morecai. Votes taken; all yeas, none opposed. No Abstentions.

#4 Temporary Pending Testing Request

Mrs. Baldwin requested the Board to add Temporary Pending Testing Request for Chief Auditor to the agenda. Commissioner Daniels motioned to approve the addition of Temporary Pending Testing Request for Chief Auditor to the agenda. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

Chief Auditor

Mrs. Baldwin presented the temporary pending test request for the position of Chief Auditor. Mrs. Baldwin explained to the Board that the role has become vacant due to retirement and it is critical to completing fiscal and legal compliance.

Commissioner Daniels motioned to approve the temporary pending test request for the position of Chief Auditor. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

#5 Transfer Request

A. Allen, Administrative Assistant

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

#6 Board Correspondence

Acknowledged– no action needed.

#7 Corporation Counsel Update

Acknowledged– no action needed.

#8 Meeting Minutes

Commissioner Mongillo presented the minutes from the meeting conducted on May 15, 2024. Motion to accept the meeting minutes as presented was made by Commissioner Mordecai for meeting minutes dated May 15, 2024; And, seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. Meeting minutes approved.

#8 Next Meeting

A special meeting request was made by Mrs. Baldwin for June 12, 2024 at 12:30pm. The meeting date and time was discussed and confirmed.

The next regular meeting date scheduled for June 26, 2024 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 12:56pm.

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: 6/26/24 Susan Baldwin