

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – June 26, 2024 Regular Meeting**

June 26, 2024

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Commissioner Christopher Mordecai • Commissioner Carmen Rodriguez • 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 12:38 pm.

#1 Job Descriptions

Building & Zoning Enforcement Inspector

Mrs. Baldwin presented the item and its new role within the Office of Building Inspection and Enforcement. Mrs. Baldwin further explained the role will specifically address the zoning enforcement regulations, ordinances, and codes that are not addressed by other titles within the department.

Commissioner Rodriguez motioned to approve the job description. Seconded by Commissioner Mordecai and Commissioner Daniels. Votes Taken, all yeas, none opposed. Job description for Building & Zoning Enforcement Inspector has been approved.

Deputy Director Administration & Planning, Public Works

Mrs. Baldwin presented the item and its new role within the Public Works department. Mrs. Baldwin further explained the role was added to the 2024 fiscal year due to the separation and restructuring of Parks and Public Works. Since this one department is now becoming two, the current Deputy will remain with the Parks department and leave the Public Works Deputy position vacant. Mrs. Baldwin answered questions presented by the Board.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Rodriguez. Votes Taken, all yeas, none opposed. Job description for Deputy Director Administration & Planning has been approved.

Deputy Director Arts & Culture

Mrs. Baldwin presented the item and its new role within the Economic Development Department of Arts and Culture. Mrs. Baldwin further explained the role will be replacing the Community Outreach Coordinator and have a broader job description.

Commissioner Rodriguez motioned to approve the job description. Seconded by Commissioner Daniels. Votes Taken, all yeas, none opposed. Job description for Deputy Director Arts & Culture has been approved.

Vision Zero Automated Traffic System Technician

Mrs. Baldwin presented the item and its new role within the Department of Traffic, Transportation and Parking. Mrs. Baldwin further on explained the new roles initiative in the mechanical design and electrical implementation of the red-light camera project, Vision Zero.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Rodriguez. Votes Taken, all yeas, none opposed. Job description for Vision Zero Automated Traffic System Technician has been approved.

#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 presented results and provided pass/fail data for list # 23-104CR Firefighter Paramedic Lateral. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list # 24-26 Auditor II. Commissioner Rodriguez 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 # 24-27 Sanitarian. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Rodriguez and Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list # 24-28 Deputy Director, Economic Development. 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 # 24-29 Senior Project Manager. Commissioner Rodriguez 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 # 24-30 Collection Service Representative. 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 # 24-31 Lead Inspector. 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 # 24-32 Grants Administration & Contract Coordinator. Commissioner Rodriguez motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. 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, and #24-02 Municipal Assistant Animal Control Officer. After review, guests were brought back into the meeting.

List #22-68CR Police Officer - Removals

Rank	Last Name	First Name
1	Ahern	Collin

2	Phillips	PetaGay
7	Begovic	Armin
9	Kalna	Jonathan
13	Burdick	Daniel
18	Montagnese	Anthony
1	Netto	Ty

List #24-02 Municipal Assistant Animal Control Officer - Removals

Rank	Last Name	First Name
1	Huang	Sheila

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, and #24-02 Municipal Assistant Animal Control Officer. Seconded by Commissioner Moredcai and Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

#4 Eligibility List Exhaustion Request

23-51 Police Records Clerk

Mrs. Baldwin presented list #23-51 Police Records Clerk to be exhausted. Commissioner Daniels moved to exhaust list #23-51 Police Records Clerk to be corrected. Seconded by Commissioner Mordecai and Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

#5 Temporary Pending Testing Request

Deputy Director Operations - Parks

Mrs. Baldwin presented the temporary pending test request for the position of Deputy Director Operations – Parks. Mrs. Baldwin explained to the Board the Parks & Public Works department will separate into two departments leaving the Deputy Director role vacant since the current Deputy Director will remain within the Public Works department.

Commissioner Daniels motioned to approve the temporary pending test request for the position Deputy Director Operations - Parks. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

Vision Zero Traffic Safety Engineer

Mrs. Baldwin presented the temporary pending test request for the position of Vision Zero Traffic Safety Engineer. Sandeep Aysola, Director of Transportation, Traffic and Parking, confirmed they are putting this request on hold at this time. No motions were made.

#6 Temporary Pending Testing Status Update

Mrs. Baldwin updated the Board on the status of Temporary Pending Tests. Chief Auditor has a test date for 07/02/2024 and plans on having the list certified in July. Deputy Director Arts & Culture, Labor Relations Staff Attorney, Public Safety Support Specialist and Deputy Director Operations – Parks do not have an exam date at this time.

#7 Transfer Request

D. Criscio, Management & Policy Analyst

Mrs. Baldwin presented a transfer request from Dean Criscio, who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Management & Policy Analyst.

Commissioner Rodriguez motioned to approve the transfer request for Dean Criscio, Management & Policy Analyst. Seconded by Commissioner Mordecai. Votes all taken; all yeas, none opposed, no abstentions. Transfer request approved.

#8 Board Correspondence

Acknowledged– no action needed.

#9 Corporation Counsel Update

Acknowledged– no action needed.

#10 Meeting Minutes

Commissioner Mongillo presented the minutes from the meeting conducted on May 29, 2024, and June 12, 2024. Motion to accept the meeting minutes as presented was made by Commissioner Mordecai for meeting minutes dated May 29, 2024, and June 12, 2024.; And, seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed. Meeting minutes approved.

#11 Next Meeting

A special meeting request was made by Mrs. Baldwin for July 10, 2024, at 12:30pm. The meeting date and time was discussed and confirmed.

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

There being no further business to conduct, Commissioner Rodriguez motioned to adjourn the meeting. Seconded by Commissioner Mordecai. Meeting adjourned at 1:13 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: *Susan Bald* 7/24/24