

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – July 10, 2024 Special Meeting**

July 10, 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 12:33 pm.

#1 Job Descriptions

Junior Accountant

Mrs. Baldwin presented the item and spoke on behalf of it. Robert Mignosa, Union Officer, wanted to further discuss the job description.

Commissioner Rodriguez motioned to table the job description. Seconded by Commissioner Daniels. 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 presented results and provided pass/fail data for list #24-33 Outdoor Adventure Coordinator. 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 #24-34 Chief Auditor. 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 #24-35 Traffic Safety Engineer Vision Zero. 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 #24-36 Assistant Building & Plans Official. 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 #24-37 Police Records Clerk. 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 #24-38 Fire Property & Equipment Technician. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai and Commissioner Rodriguez. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #24-39 Deputy Purchasing Agent. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai and Commissioner Rodriguez. 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 and #24-32 Grants Administrator & Contracts Coordinator. After review, guests were brought back into the meeting.

List #22-68CR Police Officer - Removals

Rank	Last Name	First Name
4	Barnes	Dorrian
8	McLaurin	Keith
15	Flores	Elias
17	McLeod	Elrashid
19	Takir	Aziz
20	Pereira	Geraldo

List #22-69CR Administrative Assistant - Removals

Rank	Last Name	First Name
7	Czar	Beth
9	Solis-Perez	Vanessa

List #24-32 Grants Administrator & Contracts Coordinator - Removals

Rank	Last Name	First Name
3	Levgniia	Laskaieva

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, #22-69CR Administrative Assistant and #24-32 Grants Administrator & Contracts Coordinator. Seconded by Commissioner Moredcai and Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

#4 Transfer Request

M. Ginin, Administrative Assistant

Mrs. Baldwin presented a transfer request from Marylene Ginin, 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 Rodriguez motioned to approve the transfer request for Marylene Ginin, Administrative Assistant. Seconded by Commissioner Mordecai and Commissioner Daniels. Votes all taken; all yeas, none opposed, no abstentions. Transfer request approved.

D. Mitchell, Community Liaison Trainer

Mrs. Baldwin presented a transfer request from Darina Mitchell, who is looking for placement on the transfer list to be considered for vacancies within their current or similar title in their position of Community Liaison Trainer.

Commissioner Rodriguez motioned to approve the transfer request for Darina Mitchell, Community Liaison Trainer. Seconded by Commissioner Daniels. 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 Next Meeting

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 Daniels motioned to adjourn the meeting. Seconded by Commissioner Rodriguez. Meeting adjourned at 12:56 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 Baldwin 7/24/24