

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – August 14, 2024 Special Meeting**

August 14, 2024

| <u>Present</u> | <u>Also Present</u> |
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| <ul style="list-style-type: none">• Commissioner Wendy Mongillo• Commissioner Dennis Daniels• Commissioner Christopher Mordecai• Commissioner Carmen Rodriguez• Commissioner Anne Massaro• 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

Junior Accountant

Mrs. Baldwin presented the item and spoke on behalf of it. This new job description was added to the current fiscal year in the Accounting Division of Finance.

Commissioner Rodriguez motioned to approve the job description. Seconded by Commissioner Daniels. Votes Taken, all yeas, none opposed. Job description for Junior Accountant 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 # 22-68CR Police Officer. 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 # 24-43 Deputy Director of Arts & Culture. 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 # 24-44 Public Safety Support Specialist. 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 # 24-45 Municipal Assistant Animal Control 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 # 24-46 Administration & Finance Manager. 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, # 22-69CR Administrative Assistant, and # 24-37 Police Records Clerk. After review, guests were brought back into the meeting.

List #22-68CR Police Officer - Removals

| Rank | Last Name | First Name |
|------|-----------|------------|
| 2 | Bradley | Tyler |
| 11 | Cruz | Luis |

List #22-69CR Administrative Assistant - Removals

| Rank | Last Name | First Name |
|------|------------|------------|
| 3 | DeVincenzi | Rosemarie |
| 4 | Peterson | Rayah |

List #24-37 Police Records Clerk - Removals

| Rank | Last Name | First Name |
|------|-----------|------------|
| 4 | Huang | Shaoshi |
| 8 | Spink | Adam |

Commissioner Daniels moved to approve the names to be removed from eligibility lists #22-68CR Police Officer, # 22-69CR Administrative Assistant, and # 24-37 Police Records Clerk. Seconded by Commissioner Moredcai and Commissioner Rodriguez. Votes taken; all yeas, none opposed. No Abstentions.

#4 Board Correspondence

Acknowledged– no action needed.

#5 Corporation Counsel Update

Commissioner Anne Massaro was welcomed by the Board. Attorney John Leonard added that although Commissioner Massaro is now a Commissioner, they would still need to be sworn in. Commissioner Mongillo stated Commissioner Massaro will be added on the agenda for the next meeting to be sworn in. Attorney Leonard also requested a refresher course on Robert’s Rules of Order and will be further discussed with Commissioner Mongillo offline.

#6 Next Meeting

The next regular meeting date scheduled for August 28, 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 Mordecai. Meeting adjourned at 12:55pm.

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 8/28/24