

**CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – September 27, 2024 Regular Meeting**

September 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 • Other members of the Public

Meeting opened at 3:06 pm.

#1 Job Descriptions

Accountant / Audit Coordinator

Mrs. Baldwin presented the item and spoke on behalf of it. This revised job description was added due to an internal move causing a vacancy for this position.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Accountant / Audit Coordinator has been approved.

Building Programs and Fiscal Analyst

Mrs. Baldwin presented the item and spoke on behalf of it, as well as, Carlos Eyzaguirre, Deputy Economic Development Administrator. This new job description was added as a replacement of the title Office Manager and adding additional responsibilities.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Building Programs and Fiscal Analyst has been approved.

Field Technician

Mrs. Baldwin presented the item and spoke on behalf of it. This new job description was added as part of the separation between the Parks and Public Works departments. This position will specialize in the athletic fields, their turfs and maintenance.

Commissioner Daniels motioned to approve the job description. Seconded by Commissioner Mordecai. Votes Taken, all yeas, none opposed. Job description for Field Technician has been approved.

#2 Candidate Removal(s) from Eligibility List

Guests were moved to the virtual waiting room. Ms. Baldwin presented the names for removal from list eligibility #22-68CRc Police Officer, #22-69CR Administrative Assistant, #23-92 Park Ranger, #24-06 Caretaker, #24-08 Administrative Assistant, Bilingual, #24-25 911 Operator/Dispatcher I, and #24-34 Chief Auditor. After review, guests were brought back into the meeting.

List #22-68CRc Police Officer - Removals

Rank	Last Name	First Name
1	Ross	Cameron

2	Telford	Adam
5	Allen Jr	Burr
6	Wright Jr	Bernard
7	Orlinski	Colin
8	Lewis	Dylan
9	Hernandez	Kevin
10	Richeme	Jacques
11	Amill	Emily
12	White	Chevaughn
14	Burdick	Christian
15	Ponzio	Alexander
18	Davis	Robert
19	Halabi	Layla

List #22-69CR Administrative Assistant - Removals

Rank	Last Name	First Name
5	KNicia	King

List #23-92 Park Ranger - Removals

Rank	Last Name	First Name
1	Anthill	Marlee
2	Najim	Peter

List #24-06 Caretaker - Removals

Rank	Last Name	First Name
5	Segui	Vicente

List #24-08 Administrative Assistant, Bilingual - Removals

Rank	Last Name	First Name
6	Rivera	Luz
8	Casas	Cindy

List #24-25 911 Operator/Dispatcher I - Removals

Rank	Last Name	First Name
3	Taylor	Leslie

List #24-34 Chief Auditor - Removals

Rank	Last Name	First Name
1	Ghafourian	Ehsan
2	Wilson	Andre
3	Criscio	Dean

Commissioner Daniels moved to approve the names to be removed from eligibility lists ##22-68CRc Police Officer, #22-69CR Administrative Assistant, #23-92 Park Ranger, #24-06 Caretaker, #24-08 Administrative Assistant, Bilingual, #24-25 911 Operator/Dispatcher I, #24-34 Chief Auditor. Seconded by Commissioner Moredcai. Votes taken; all yeas, none opposed. No Abstentions.

#3 D. Criscio

Dean Criscio, Management and Policy Analyst, opened their discussion by stating they received notice of their removal from the #24-34 Chief Auditor Civil Service list earlier that week. Criscio further on explained that the reasoning behind their removal of the Civil Service list is due to two violations of the Civil Service Rules. The two violations being Rule II Section 3: Causes for Disqualification from Taking an Examination and Rule IV Section 5: Removal of Eligibles From List. Criscio stated the reasoning for being removed from the Civil Service List is factitious and believes they did not violate any rules.

Criscio elaborated their experienced working in the Finance Division for 25 years before they moved to the Fire Department. Criscio further on stated they are more than qualified for the Chief Auditor position and felt as though the interview with Dr. Samperi was excellent. Criscio was looking to follow up on status of the application and was surprised to find the notice of being removed from the Civil Service List. Criscio went on to state their name being removed from the Civil Service list should be tabled or placed on a hold until they get the proper information associated with their removal.

Mrs. Baldwin stated to Criscio that there isn't additional information to be shared as the Civil Service Rules elaborates within the sections the reasoning behind each rule. Criscio confirmed they received a paragraph letter back stating the violation of the rules but they would like to know exactly what they did that caused them to violate the rules. Mrs. Baldwin stated, "the word violate is not there" and quoted the letter that was sent to Criscio, "Per Civil Service Rules, Rule II Section 3 and Rule IV Section 5, the request to remove you has been made". Mrs. Baldwin reiterated to Criscio that the letter does not state any form of violation or wrongdoing that would require verification.

Criscio stated they strongly disagree with the situation and of the ruling. Criscio delineated Rule II Section 3 and stated it does not apply to them since they have taken the exam when it states that they shouldn't have been allowed to take the exam. Criscio believes that on that rule alone, the decision is factitious. Criscio also states that the exam for the Auditor II position was the same exam for the Chief Auditor position except for one question. Criscio then states Rule IV Section 5 from the Civil Service Rules says, "If I bring any material into the examination room" contradicts as it was a take home test for two weeks.

Mrs. Baldwin told Criscio that their assumption to that section of the Civil Service Rules applying to them is incorrect. Criscio then requested to Mrs. Baldwin to explain what charges were charged to him. Mrs. Baldwin ensured that there weren't charges placed.

Commissioner Mongillo asked if there was anyone in from the Finance Department that can address the situation. Dr. Kristy Sampieri, City Controller, spoke on behalf of the department. Dr. Sampieri further on explained that they were in the interview with Criscio as well as, Ron Gizzi, Project Coordinator. Dr. Sampieri confirmed to Criscio there were no violations from their understanding, but the removal of the Civil Service list is based upon their capabilities to conduct the position. Dr. Sampieri further on explained that although Criscio does have their degree in accounting, they however, are not up to date in standards, policies or knowledge in the IRS codes, IRS rules, and the State of CT rules, which are essential to this position.

The additional part in the decision was Dr. Sampieri and Gizzi believed Criscio could not articulate themselves properly to speak to auditors. Dr. Sampieri also explained that in Criscio's previous positions they were told when to complete work instead of being able to withstand a high profile position that can dive deep into situations and know how to articulate them. Dr. Sampieri further on elaborated the extended amount of time the Chief Auditor position has been vacant and requires someone that knows exactly what they are looking for since critical work needs to be completed.

Dr. Sampieri apologizes to Criscio for elaborating the reasoning behind their removal but was more than willing to have the conversation privately. Dr. Sampieri reassured that it is not a form of discrediting Criscio's work or to embarrass him. Dr. Sampieri repeated the importance of being prevalent on the laws and coding for this position and during their interview it was made clear that Criscio regrets not being up to date in that area. Criscio responded to Dr. Sampieri that they were never offered the chance to complete training or courses to become certified while they were working for the City of New Haven. Dr. Sampieri explained to Criscio further certifications or education does not have to do with the City of New Haven as it is based on personal ambitions and goals an individual has. Dr. Sampieri emphasized that the City of New Haven is not going to provide that level of ambition as it is something they would need to go after themselves.

Criscio responded by stating they fully disagree with Dr. Sampieri, even though they do not have the certification, they believe that they can perform the job. Dr. Sampieri reiterated to Criscio that they haven't completed this higher level of work and Criscio's lack of knowledge on completing an audit and identifying financial discrepancies does not meet the Chief Auditor's position requirements. Criscio responded to Dr. Sampieri by stating, "You have not been here long to know the work I have performed, I do not agree with your statement". Ron Gizzi further on explained to Criscio other requirements the Chief Auditor position holds such as, audits for nonprofits that impact federal funding. Gizzi reiterated Criscio's lack of experience and knowledge in this area that is critical for this role and requires immediate attention since the department is currently behind in this work area.

Commissioner Mongillo asked the Commissioners if there were any other questions. No questions were made. Commissioner Mongillo asked Criscio if there was anything else they would like to add. Criscio responded by stating their belief in conducting the Chief Auditor position well and hopes that it is considered to not have their name removed as well as the other candidates. Commissioner Mongillo stated there was already a motion pending made by Commissioner Daniels and seconded by Commissioner Mordecai. Commissioner Mongillo asked all those in favor, all yeas, none opposed. Motion was carried.

#4 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 #24-54 Automated Traffic Systems Technician – Vision Zero. 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 #24-55 Grant Writer and Policy Coordinator. 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 #24-56 Elections Land Records Specialist. 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 #24-57 Administrative Assistant, 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.

Mrs. Baldwin presented results and provided pass/fail data for list #24-58 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 #24-59 Assessment Information Clerk II. 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 #24-60 Building & Zoning Enforcement 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 #24-61 Aquaculture Lab Systems Manager. 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 #24-62 Deputy Director Administration & Planning. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by and Commissioner Mordecai. Votes taken: all yeas; none opposed.

Mrs. Baldwin presented results and provided pass/fail data for list #24-62 Deputy Director Administration & Planning. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Mordecai. Votes taken: all yeas; none opposed.

#5 Eligibility List Exhaust Request

#24-06 Caretaker

Mrs. Baldwin presented list #24-06 Caretaker to be exhausted. Commissioner Daniels moved to approve list #24-06 Caretaker to be exhausted. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#24-34 Chief Auditor

Mrs. Baldwin presented list #24-34 Chief Auditor to be exhausted. Commissioner Daniels moved to approve list #24-34 Chief Auditor to be exhausted. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions

#6 Temporary Pending Testing Request

Building Programs and Fiscal Analyst

Mrs. Baldwin presented the temporary pending test request for the position of Building Programs and Fiscal Analyst. Mrs. Baldwin explained the role is being fulfilled by other employees within the Economic Development department and would like to make it its own position.

Commissioner Daniels motioned to approve the temporary pending test request for the position Building Programs and Fiscal Analyst. Seconded by Commissioner Mordecai. Votes taken; all yeas, none opposed. No Abstentions.

#7 Temporary Pending Testing Status Update

Mrs. Baldwin updated the Board on the status of Temporary Pending Tests. Labor Relations Staff Attorney still waiting on applicants. Deputy Director Operations – Parks has been placed on hold while they appoint for the Department Head. Building Programs & Fiscal Analyst newly added to the list.

#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 August 28,2024 and September 6, 2024. Motion to accept the meeting minutes as presented was made by Commissioner Mordecai for meeting minutes dated August 28,2024 and September 6, 2024. And, seconded by Commissioner Daniels. Votes taken; all yeas, none opposed. Meeting minutes approved.

#11 Next Meeting

The next regular meeting date was requested for October 22, 2024, at 11:00am 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 4:06 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: 