

**CITY OF NEW HAVEN CIVIL SERVICE  
BOARD  
MINUTES OF MEETING – August 2020 Regular  
Meeting  
August 12, 2020**

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner James Williams</li> <li>• Commissioner John Cirello</li> <li>• Commissioner Carmen Rodriguez (<i>joined via Zoom</i>)</li> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Dennis Daniels (<i>joined via Zoom</i>)</li> <li>• Noelia Marcano, Secretary</li> </ul> <p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Health, Maritza Bond (<i>via Zoom</i>)</li> <li>• City Town Clerk Michael Smart (<i>via Zoom</i>)</li> <li>• Administrative Assistant for Human Resources, Heather O’Grady</li> <li>• Other members of the Public (<i>via Zoom</i>)</li> </ul>

Meeting opened at 12:40 P.M.

**#1 Job Description Revision – Deputy Director of Health and Program Director Environmental Health**

Ms. Marcano introduced Maritza Bond, Director of Health, who was present to speak on the job description revisions. The first job description discussed was for Deputy Director of Health. Ms. Bond explained the position was needed to provide operational support to the Health Department, specifically to the Director of Health. She briefly explained position’s duties, requirements and revisions made to the description. Ms. Marcano also provide additional information supporting the need to revise the job description.

There were minor questions regarding Labor/Union approval, which Ms. Marcano explained that the Office of Labor Relations communicated the revisions to the Union and provided a timeline by which it requested Union input on the revisions. HR was informed that the Union did not inform Labor of any issues with the revisions by the timeline given, so Labor Relations therefore released the revised description for the next step in the process, which is approval by the Civil Service Board. She added that she did have a representative from the Office of Labor Relations present to answer any additional questions that the Board might have about that process. Ms. Marcano also asked members of the public present if there were any representatives from Local 3144 present, and there were not.

Commissioner Mongillo moved to approve the revised job description for Deputy Director of Health as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Revised job description for Deputy Director of Health approved.

Ms. Bond then presented the job description revisions to the Program Director Environmental Health job description. She explained that she tried posting the position with the original job description, which resulted in limited applications. Because of this, she had to revisit the job description to make sure that it truly reflected the current responsibilities and requirements of the job. The Board asked several questions, which Ms. Bond successfully answered, along with the assistance of Ms. Marcano. Commissioner Cirello motioned to approve the revised job description for Program Director Environmental Health. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Revised job description for Program Director Environmental Health approved.

**#2 Temporary Pending Test Request**

Ms. Marcano introduced City Town Clerk Michael Smart, who explained the reasons for the temporary pending test request for the position of Administrative Customer Service Coordinator. Mr. Smart stated that the position is needed to deal with the duties of the office, answering the phone, processing requests, filling out licensing, making sure we have all the documents that comply with the State, filing liens, and most importantly, assisting with election duties. In addition to these needs, the office is currently down two positions. Because of Covid-19, the volume of absentee ballots has increased, which results in an increase in the volume of work in the office. The Board asked various germane questions concerning requirements, testing, etc., to which Ms. Marcano and Mr. Smart answered to the satisfaction of the Board. Commissioner Cirello motioned to approve the temporary pending test request. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request for Administrative Customer Service Coordinator approved.

**#3 Transfer Requests**

Ms. Marcano presented two transfer requests. The first request was for Cynthia Johnson for placement on the transfer list to be considered for vacancies similar to her current title of Administrative Assistant in any department. The next request was for Corrine Smith for placement on the transfer list to be considered for vacancies for her current title of Collection Service Representative, or similar to her current title in any department. Commissioner Mongillo motioned to approve the transfer requests for Cynthia Johnson and Corrine Smith. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed, no abstentions. Transfer requests approved.

**#4 Corporation Counsel Update**

Assistant Corporation Counsel Attorney Robert Scott was not in attendance, therefore no Corporation Counsel update took place.

**#5 Board Correspondence**

Ms. Marcano acknowledged the item for the record. No action required.

**#6 Temporary Pending Test Report**

Ms. Marcano stated that the report has been updated to reflect the request that was approved by the Board at the last meeting, and now also has the addition of the request that was asked today. Acknowledged – no action needed.

**#7 Meeting Minutes – July 22, 2020**

Ms. Marcano presented the meeting minutes for July 22, 2020 regular meeting. The Board took a moment to review. Commissioner Cirello moved to accept the minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Minutes for July 22, 2020 approved.

**#10 Other Business**

The next regular meeting scheduled for September 23, 2020 was confirmed.

There being no more business to conduct, Commissioner Mongillo motioned to adjourn; seconded by Commissioner Daniels. All yeas. Meeting adjourned at 1:07 pm.

  
Noelia Marcano  
Secretary

**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:** 9/23/2020