

**CITY OF NEW HAVEN CIVIL SERVICE
BOARD
MINUTES OF MEETING – January 2020
Regular Meeting**

January 22, 2020

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> • Commissioner James Williams • Commissioner Carmen Rodriguez • Commissioner Wendy Mongillo • Commissioner Dennis Daniels • Commissioner John Cirello • Noelia Marcano, Secretary 	<ul style="list-style-type: none"> • Michael Gormany, Budget Director • Juanita Mazyck, Business Director • Dr. Mehul Dalal, Community Services Director • Karla Lindquist, Deputy Director Traffic & Parking • Assistant Corporation Counsel Atty. Robert Scott
<p><u>Absent</u> None</p>	

Meeting opened at 12:43 P.M.

#1 Job Descriptions

Lead Special Mechanic – Fire job description not addressed. Fire Department was not able to attend.

#2 Eligibility Lists

Ms. Marcano explained that list #20-02 Firefighter Paramedic was not included in the original agenda made public through the meeting notice. Commissioner Mongillo moved to amend the agenda to add list #20-02 Firefighter Paramedic. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed. Revised agenda approved. Ms. Marcano passed out revised agenda with updated list numbers that reflected the addition of Firefighter Paramedic list.

Ms. Marcano summarized the exam process to the Board from her report, which said report is attached and made a permanent part of these minutes. Ms. Marcano then presented results and provided testing and pass/fail data for list #20-01 Firefighter, and list #20-02 Firefighter Paramedic. Commissioner Daniels moved to approve the eligibility list #20-01 Firefighter and list #20-02 Firefighter Paramedic for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken, Commissioner Williams, Commissioner Rodriguez, Commissioner Mongillo, Commissioner Daniels yes; none opposed. Commissioner Cirello abstained, due to late arrival. Both lists approved.

Demographic data was not immediately available for the rest of the lists being presented, so the Board continued the agenda so that Human Resources staff could provide demographic data to Ms. Marcano.

#3 List Removals

Ms. Marcano distributed the names and reasons for recommended removal from list #18-30E2 Parking Enforcement Officer and from list #19-45 Administrative Assistant. The Board took a moment to review. Those being removed from each list are the following

List 18-30E2 Parking Enforcement Officer - Removals

Rank	First Name	Last Name
1	Pawel	Sawicki
2	William	Alt

List 19-45 Administrative Assistant

Rank	First Name	Last Name
1	Amy	Nelson
3	Ludmila	McKeown
4	Meisha	Stanley
5	Byron	Canada

Commissioner Cirello moved to approve the removal of names presented from list #18-30E2 Parking Enforcement Officer and from list #19-45 Administrative Assistant. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed. Removals approved.

#4 List Corrections/Extensions/Expiration

Ms. Marcano presented request to extend by one year list #19-15 Battalion Chief and list #19-17 Fire Captain. Commissioner Rodriguez motioned to approve the extensions. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. Both lists were extended to the expiration new date of June 26, 2021.

Ms. Marcano informed the Board that current List #19-49 Lead Poisoning Inspector has been exhausted. No action by the Board was required.

#5 Reinstatement Requests

None this month.

#6 Transfer Requests

None this month.

#7 Temporary Pending Test Requests

Ms. Marcano invited to the meeting table Budget Director, Michael Gormany, to assist in explaining the need for a temporary pending test request for the position of Account Clerk IV in the Board of Education. Business Director, Juanita Mazyck helped contribute to the explanation for the request. Commissioner Cirello motioned to approve the temporary appointment. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed. Temporary pending test appointment for Account Clerk IV in the Board of Education approved.

Ms. Marcano invited to the meeting table Community Services Administrator, Mehul Dalal, to assist in explaining the need for a temporary pending test request for the position of Program Director of Environmental Health. Commissioner Mongillo motioned to approve the temporary appointment. Seconded by Commissioner Cirello. Votes taken, all yes; none opposed. Temporary pending test appointment for Program Director of Environmental Health approved.

Ms. Marcano then requested an amendment to the agenda to include the job description for Deputy Operations Traffic and Parking. Commissioner Cirello motioned to amend the agenda. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed. Agenda revision approved to include the job description.

Deputy Director Transportation Traffic and Parking, Karla Lindquist, with the assistance of Ms. Marcano, explained the need for the new position and job description for the Deputy Operations Traffic and Parking position. It was explained that the job does not currently exist but would be an augmentation of an existing role in the department. Some questions were brought up by the Board, and satisfactorily answered by Ms. Lindquist and Ms. Marcano. Commissioner Mongillo moved to approve the job description. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. Job Description for Deputy Operations Traffic and Parking approved.

#8 Temporary Pending Test Report

Acknowledged – no action needed.

#9 Corporation Counsel Update

Commissioner Cirello motioned to enter executive session, closing the meeting to the public. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. Civil Service Board entered executive session at 1:34 p.m. Commissioner Daniels motioned to end executive session and re-open the meeting to the public. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed. Meeting re-opened to the public at 1:37 p.m. Ms. Marcano confirmed with Attorney Scott that the Aviles v. CoNH case would no longer be appearing on future meeting agendas.

#10 Board Correspondence

None received.

#11 Public Safety Testing Update

Ms. Marcano provided update. No action needed.

#12 Meeting Minutes – December 18, 2019 and December 19, 2019

Ms. Marcano presented the meeting minutes for December 18, 2019 regular meeting, and December 19, 2019 special meeting. Commissioner Daniels moved to approve the minutes for the December 18, 2019 meeting as presented. Seconded by Commissioner Cirello. Votes taken, all yes; none opposed. Commissioner Mongillo and Commissioner Rodriguez abstained. Meeting minutes for December 18, 2019 regular meeting approved. Commissioner Cirello motioned to approve the minutes for December 19, 2019 special meeting as presented. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed. Commissioner Mongillo and Commissioner Daniels abstained. Meeting minutes for December 19, 2019 special meeting approved.

Returning to #2 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #20-03 School Security Officer. Commissioner Cirello moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. List #20-03 School Security Officer approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-04 Caretaker. Commissioner Mongillo moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. List #20-04 Caretaker approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-05 City/Town Clerk Services Bilingual Specialist. Commissioner Daniels moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed. List #20-05 City/Town Clerk Services Bilingual Specialist approved.

Ms. Marcano explained that list #20-06 Executive Administrative Assistant was not ready to be presented at this time but appears on tomorrow's special meeting agenda.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-07 Transportation Routing Specialist. Commissioner Cirello moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed. List #20-07 Transportation Routing Specialist approved.

#13 Other Business

The Special Meeting to take place on January 23, 2020 was confirmed. Commissioner Daniels will not be available.

The next regular meeting was set for February 26, 2020. Commissioner Mongillo informed that she will not be available on February 26 or February 27.

There being no more business to conduct, Commissioner Cirello motioned to adjourn; seconded by Commissioner Daniels. All yeas. Meeting adjourned at 1:59 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: 2/26/2020