

**CITY OF NEW HAVEN CIVIL SERVICE  
BOARD  
MINUTES OF MEETING – September 2020  
Regular Meeting  
September 23, 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</li> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Dennis Daniels (<i>joined via Zoom</i>)</li> <li>• Noelia Marcano, Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Administrative Assistant for Human Resources, Heather O’Grady</li> <li>• Other members of the Public (<i>via Zoom</i>)</li> </ul>
<p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	

Meeting opened at 12:42 P.M.

**#1 Eligibility Lists**

Ms. Marcano presented results and provided testing and pass/fail data for list #20-23 Senior Sanitarian. Commissioner Cirello moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #20-23 Senior Sanitarian approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #20-24 Deputy Building Inspector. Commissioner Mongillo moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List #20-24 Deputy Building Inspector approved.

**#2 Temporary Pending Test Request**

Ms. Marcano explained the need for the temporary pending test request for the position of Administrative Assistant for the Board of Education, specifically in ESUMS High School. The Board asked various germane questions concerning the transfer list, testing, requirements, etc, to which Ms. Marcano answered to the satisfaction of the Board. Commissioner Cirello motioned to approve the temporary pending test request. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request for Administrative Assistant, Board of Education approved.

**#3 List Corrections/Extensions/Exhausted**

Ms. Marcano began by explaining that #19-35 Management Analyst IV, which was originally on the agenda, was to be tabled due to an email that she received stating not to extend the list. Ms. Marcano then went on to explain the need for list extensions and length of time for the following lists: #19-32 Library Technical Assistant by 6 months, #19-36 Park Ranger by 6 months, and #19-39 Payroll Benefit Auditor by 1 year. Commissioner Mongillo motioned to approve extension of #19-32 Library Technical Assistant and #19-36 Park Ranger for a period of six months each and #19-39 Payroll Benefit Auditor for a period of one year. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List #19-32E Library Technical Assistant, #19-36E Park Ranger, and #19-39E Payroll Benefit Auditor list extensions approved.

**#4 List Removals**

Ms. Marcano presented the name recommended for removal from list #20-21 Traffic Maintenance Worker II, explaining that the individual on the list was notified of an interview opportunity and did not respond. He was contacted and advised that his name would be presented to the Board for removal. Commissioner Cirello motioned to remove the individual from list #20-21 Traffic Maintenance Worker. Motion was seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Removal approved from list #20-21.

**#5 Transfer Requests**

Ms. Marcano presented two transfer requests. The first request was for Jamie Hudson for placement on the transfer list to be considered for vacancies for his current title of Administrative Assistant or similar to his current title in any department. The next request was for Eva Crabtree for placement on the transfer list to be considered for vacancies similar to her current title of Payroll/Pension Auditor in any department. Commissioner Mongillo motioned to approve the transfer requests for Jamie Hudson and Eva Crabtree. Seconded by Commissioner Daniels. Votes taken, all yes; none opposed, no abstentions. Transfer requests approved.

**#6 Corporation Counsel Update**

Commissioner Cirello motioned to enter executive session, closing the meeting to the public. Seconded by Commissioner Rodriguez. Votes taken; all yes, none opposed. Civil Service Board entered executive session at 1:01 p.m. Commissioner Cirello motioned to end executive session and re-open the meeting to the public. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed. Meeting re-opened to the public at 1:04 p.m.

**#7 Board Correspondence**

None. No action needed.

**#8 Temporary Pending Test Report**

Acknowledged the item for the record. No action needed.

**#9 Meeting Minutes – August 12, 2020**

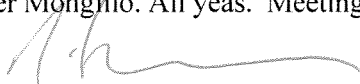
Ms. Marcano presented the meeting minutes for August 12, 2020 regular meeting. The Board took a moment to review. Commissioner Mongillo moved to accept the August 12, 2020 minutes as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Minutes for August 12, 2020 approved.

**#10 Other Business**

Ms. Marcano requested a Special Meeting for October 14, 2020. Commissioners confirmed their availability.

The next regular meeting scheduled for October 28, 2020 was confirmed.

There being no more business to conduct, Commissioner Cirello motioned to adjourn; seconded by Commissioner Mongillo. All yeas. Meeting adjourned at 1:11 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:** 10/28/20