

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – February 2021
Regular Meeting
February 24, 2021

<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 • Noelia Marcano, Secretary <p><u>Absent</u></p> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Board of Education Director of Human Resources & Labor Relations, Lisa Mack • Assistant Fire Chief, Justin McCarthy • Heather O’Grady, Administrative Assistant for Human Resources • Other members of the Public

Meeting opened at 12:46 P.M.

Ms. Marcano explained that Commissioner Cirello resigned due to being appointed as a federal judge and the Board is down to four members . Ms. Marcano then explained that there needed to be an adjustment to the agenda, and that the job description for Zoning Officer should not have been brought to the Board because it is a Special Funded position, therefore would be stricken from the agenda.

#1 Job Descriptions

Ms. Marcano introduced Lisa Mack, Director of Human Resources & Labor Relations for the Board of Education, who was present to speak on the job description for Mailroom Clerk. Ms. Mack presented the job description to the Board, explaining that the last Mailroom Clerk who recently retired had worked there for over twenty years. Because of this, there had not been an updated job description for some time, therefore they had to recreate the job description. The Board asked about the last Mailroom Clerk job description, to which Ms. Marcano replied that there was no description on file. Commissioner Daniels moved to approve the job description. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. New job description for Mailroom Clerk approved.

#2 Temporary Pending Test Requests

Ms. Marcano informed the Board that there was one request that was supposed to go on the agenda, but was unfortunately left off in error, which was a Temporary Pending Test request for Director of Nursing. Commissioner Williams motioned to add Director of Nursing to the agenda. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Director of Nursing added to the agenda.

Ms. Marcano then introduced Lisa Mack, who explained the need for a Temporary Pending Test request for the position of Mailroom Clerk in the Board of Education, with the assistance of Ms. Marcano. The Board asked several questions, to which Ms. Mack answered to the Board’s satisfaction. Commissioner Rodriguez moved to approve the request. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test request for Mailroom Clerk approved.

Ms. Marcano then introduced Assistant Fire Chief McCarthy to explain the need for a Temporary Pending Test for the position of Special Mechanic Fire. The Board asked several questions, which Assistant Fire Chief McCarthy answered to the satisfaction of the Board. Commissioner Daniels motioned to approve the Temporary Pending Test request for Special Mechanic Fire. Seconded by Commissioner Rodriguez. Votes

taken; all yeas, none opposed, no abstentions. Temporary Pending Test request approved.

Ms. Marcano moved on to provide information on the need for a Temporary Pending Test request for the Director of Nursing, explaining that the current Director of Nursing is resigning on March 12th. Commissioner Williams motioned to approve the Temporary Pending Test request for the Director of Nursing. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Temporary Pending Test Request approved.

#3 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #21-08 Police Sergeant and explained the promotional testing process.

Ms. Marcano then presented results and provided testing and pass/fail data for list #21-09 Fire Lieutenant and explained the promotional testing process.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-10 Assistant Electrical Inspector.

Finally, Ms. Marcano presented results and provided testing and pass/fail data for list #21-11 Community Liaison Trainer.

Commissioner Rodriguez moved to approve eligibility list #21-08 Police Sergeant for an initial period of one year. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. List #21-08 Police Sergeant approved.

Commissioner Williams moved to approve eligibility list #21-09 Fire Lieutenant for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #21-09 Fire Lieutenant approved.

Commissioner Daniels moved to approve eligibility list #21-10 Assistant Electrical Inspector for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #21-10 Assistant Electrical Inspector approved.

Commissioner Williams moved to approve eligibility list #21-11 Community Liaison Trainer for an initial period of one year. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #21-11 Community Liaison Trainer approved.

#4 List Corrections/Extensions/Exhaustions

None.

#5 List Removals

Ms. Marcano presented the name recommended for removal from list #20-09 911 Operator/Dispatcher, explaining that J. Maebry was not able to clear the background requirements for that position. Commissioner Williams motioned to remove the individual from list #20-09 911 Operator/Dispatcher. Motion was seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Removal approved for list #20-09.

#6 Transfer Requests

None.

#7 Board Correspondence

Ms. Marcano stated that the only correspondence she received was regarding Attorney Cirello’s nomination for judgeship, which the Board was already aware of. No action needed.

#8 Corporation Counsel Update

Attorney Scott informed that there was no update to provide.

#9 Temporary Pending Test Report

Acknowledged the item for the record. No action needed.

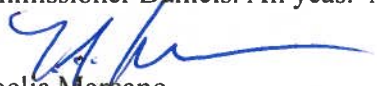
#10 Meeting Minutes – January 27, 2021 Regular & February 10, 2021 Special

Ms. Marcano presented the meeting minutes for the January 27, 2021 Regular meeting and the February 10, 2021 Special Meeting. The Board took a moment to review. Commissioner Williams moved to accept the January 27, 2021 Regular minutes as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Minutes for January 27, 2021 approved. Commissioner Daniels then moved to approve the February 10, 2021 Special Meeting minutes as presented. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. Minutes for February 10, 2021 Special Meeting minutes approved.

#11 Other Business

The next regular meeting scheduled for March 24, 2021 was confirmed for 12:30 p.m.

There being no more business to conduct, Commissioner Williams motioned to adjourn; seconded by Commissioner Daniels. All yeas. Meeting adjourned at 1:30 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: 3/24/2021

