

**CITY OF NEW HAVEN CIVIL SERVICE BOARD**  
**MINUTES OF MEETING – July 2021 Regular**  
**Meeting**  
 July 28, 2021

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner James Williams</li> <li>• Commissioner Carmen Rodriguez</li> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Dennis Daniels</li> <li>• Noelia Marcano, Secretary</li> </ul> <p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Principal of The Sound School Marc Potocsky</li> <li>• Other members of the public</li> </ul>

Meeting opened at 12:44 P.M.

**#1 Job Descriptions**

Ms. Marcano introduced Marc Potocsky, Principal of The Sound School, who was present to speak on the job description for Aquaculture Lab Systems Manager. Ms. Marcano reminded the Board that at the last meeting, there was a request for a Temporary Pending Test for this position so that someone could tend to the livestock over the summer while the job description made its way through the Labor Department. The job description has now been approved by Labor, and it is being brought to the Board. The Board asked various questions, which Mr. Potocsky and Ms. Marcano answered to the Board's satisfaction. Commissioner Rodriguez moved to approve the job description. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. New job description for Aquaculture Lab Systems Manager approved.

**#2 Eligibility Lists**

Ms. Marcano explained that there were some adjustments that needed to be made to the agenda. She explained that the only items that are ready to be presented today are #21-35 Assistant Parks Superintendent, and an additional one which did not make the published agenda, which is #21-37 Deputy Director Parks and Public Works. Ms. Marcano requested that the Board add eligibility list #21-37 Deputy Director of Parks and Public Works to the agenda. Commissioner Mongillo moved to approve the addition of the item to the agenda. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Eligibility list #21-37 Deputy Director of Parks and Public Works added to the agenda.

Commissioner Mongillo then motioned to table eligibility lists #21-33 Legislative Aide II, #21-24 Senior Personnel Analyst, and #21-36 Planner II until the next regular meeting. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Eligibility lists tabled until the next regular meeting.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-35 Assistant Parks Superintendent. The Board asked various questions, which Ms. Marcano answered to the Board's satisfaction. Commissioner Mongillo 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 #21-35 Assistant Parks Superintendent approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-37 Deputy Director of Parks

and Public Works. Commissioner Daniels moved to approve the eligibility list for an initial period of one year. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List #21-37 Deputy Director Parks and Public Works approved.

### **#3 List Amendments/Corrections/Extensions/Exhaustions**

Ms. Marcano explained that there is a name correction to list #21-31 Legislative Assistant, explaining that the list which certified had an incorrect last name on it, so it is brought to the Board today with the corrected name. Commissioner Mongillo motioned to accept the name correction in list #21-31C Legislative Assistant. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Name correction for list #21-31C approved.

Ms. Marcano presented a list number correction for Deputy Director Zoning, explaining that last month the list was assigned #21-29, however that list number had already been assigned to a list previously, therefore a different number should have been assigned, which is #21-32. Commissioner Mongillo motioned to approve the correct list number #21-32 Deputy Director Zoning. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List number correction approved.

Ms. Marcano presented the need to extend list #20-12E2 Office Manager. Ms. Marcano explained that this is a city-wide list, so we would like to keep it alive for another three months. It was initially extended for six months, but she is requesting to add an additional three months to bring the list to November 26<sup>th</sup> 2021 so we can reassess to see if it will need more time or if it should expire at that point. Commissioner Rodriguez motioned to extend list #20-12E2 Office Manager for an additional three months. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List extension approved. New expiration date set at November 26, 2021.

Ms. Marcano brought to the Board the next item on the list, which is to exhaust list #21-19 Program Director Environmental Health. She explained that the list had two individuals on the list, both which interviewed, and the individual in rank two was offered the position but declined. The Department decided that the other individual in rank one was not the best fit for the position due to certain job requirements that the candidate did not possess which are important to the job, but were not in the exam process. Ms. Marcano explained that this list cannot mathematically achieve 75% usage, which is a provision in the rule concerning the life of an eligibility list, because it is a two person list. The Department has requested to move forward in having the Board exhaust the list. The Board asked various questions, which Ms. Marcano answered. Ms. Marcano also explained that the Board has exhausted lists like this in the past. After much discussion, Commissioner Rodriguez requested that she would like to hear from Corporation Counsel regarding the matter. Unfortunately, Attorney Scott from Corporation Counsel was having technical difficulties and was unable to speak, so the Board decided to table the item until they would be able to hear from Corporation Counsel regarding the matter at the next meeting. Commissioner Daniels motioned to table the exhaustion of list #21-19 Program Director Environmental Health until the next regular meeting. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #21-19 Program Director Environmental Health tabled until next regular Civil Service Meeting scheduled for August 11<sup>th</sup>.

### **#4 List Removals**

Ms. Marcano requested to add an additional list removal to the agenda, which is list #20-22 Police Officer Lateral. Commissioner Mongillo motioned to add list #21-22 Police Officer Lateral to the agenda for removals. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Addition to the agenda approved.

Ms. Marcano presented the list removals for #21-01 Police Officer, explaining that the individuals were up for removal due to inability to pass the background check or for withdrawing from the process. Ms. Marcano then explained that the individual from list #21-22 Police Officer Lateral has also withdrawn from the process.

Commissioner Mongillo motioned to accept list removals from #20-01 Police Officer and #20-22 Police Officer Lateral as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

Ms. Marcano then presented list removals from three lists, where all individuals are up for removal for not responding to an interview notice. Those lists are from #20-09 911 Operator/Dispatcher, #21-03 PC Support Technician, and #21-23 Collection Services Representative. Commissioner Daniels motioned to remove individuals from lists #20-09 911 Operator/Dispatcher, #21-03 PC Support Technician, and #21-23 Collection Services Representative. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

#### **#5 Transfer Requests**

The next item was a transfer request for Tijuana Johnson, who is looking for placement on the transfer list to be considered for vacancies for her current title or similar to her current title of Administrative Assistant in any department except for the Police Department.

Commissioner Mongillo motioned to approve the transfer request for Tijuana Johnson. Seconded by Commissioner Daniels. Votes taken, all yeas; none opposed, no abstentions. Transfer request approved.

#### **#6 Board Correspondence**

None.

#### **#7 Corporation Counsel Update**

Due to technical difficulties for Attorney Scott, Commissioner Mongillo motioned to table the Corporation Counsel update until the next meeting. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Item tabled until next regular meeting.

#### **#8 Temporary Pending Test Report**

Ms. Marcano stated that the Temporary Pending Test Report has been updated. Acknowledged. No action required.

#### **#9 Meeting Minutes – June 23, 2021 Regular and July 16, 2021 Special**

Ms. Marcano presented the meeting minutes for the June 23, 2021 Regular Meeting and the July 16, 2021 Special meeting. Commissioner Rodriguez motioned to approve the June 23, 2021 Regular meeting minutes as presented. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Minutes for June 23, 2021 Regular Meeting approved. Commissioner Mongillo motioned to approve the July 16, 2021 Special meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Minutes for July 16, 2021 approved.

#### **#10 Other Business**

The next regular meeting scheduled for August 11, 2021 was confirmed for 12:30 p.m.

There being no more business to conduct, Commissioner Mongillo motioned to adjourn; seconded by Commissioner Daniels. All yeas. Meeting adjourned at 1:37 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:** 8/11/2021