

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – May 2021 Regular
Meeting
 May 26, 2021

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

Meeting opened at 12:34 P.M. Ms. Marcano explained that there were several items that did not make it to the agenda and would need to be added by vote. The items include: a removal of an individual from list #20-09E 911 Operator/Dispatcher I, a removal from the Police Officer Lateral list #21-13, and a removal from list #20-03 PC Support Technician. Commissioner Mongillo motioned to add the items onto today's agenda. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Items added to the agenda.

#1 Job Descriptions

None.

#2 Temporary Pending Test Requests

Ms. Marcano explained that there was nobody from the Department available that day, and went on to explain that the Parks Department had two sets of resignations for Park Rangers, while they also have their summer programming starting. The Board asked several questions, which Ms. Marcano answered to the satisfaction of the Board. Commissioner Rodriguez moved to approve the temporary pending test request for the Park Ranger position in the Parks Department. Seconded by Commissioner Mongillo. 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 #21-5 School Security Officer. 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 #21-25 School Security Officer approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-26 Management & Policy Analyst. 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 #21-26 Management & Policy Analyst approved.

#4 List Amendments/Corrections/Extensions/Exhaustions

Ms. Marcano explained the background information for list #20-E2, Executive Administrative Assistant, explaining that it was a city-wide position, and that we would like to add six months to the list, bringing it out to January 23, 2022. Commissioner Rodriguez motioned to extend list #20-E2 Executive Administrative

Assistant for a period of six months. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. List extension approved until January 23, 2022.

#5 List Removals

Ms. Marcano presented the list removal for an individual from list #21-01 Police Officer, explaining that this person withdrew from the process. Commissioner Mongillo motioned to approve the list removal. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

Ms. Marcano presented the list removal for an individual from list #20-09E 911 Operator/Dispatcher, explaining that this person was extended a conditional offer and did not respond when the next steps were about to commence. Commissioner Mongillo motioned to approve the list removal. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

Ms. Marcano then presented the list removal for an individual who requested to be removed from list #21-03 PC Support Technician when he was contacted for an interview. Commissioner Mongillo motioned to approve the list removal. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

Finally, Ms. Marcano presented the list removal for an individual from list #21-13 Police Officer Lateral, explaining that this person withdrew from the process. Commissioner Mongillo motioned to approve the list removal. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List removal approved.

#6 Transfer Requests

Ms. Marcano presented a transfer request was from Yesenia Cruz 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. Commissioner Rodriguez motioned to approve the transfer request. Seconded by Commissioner Mongillo. Votes taken, all yes; none opposed, no abstentions. Transfer request approved.

#7 Board Correspondence

Commissioner Williams acknowledged that he received correspondence from the Law Offices of Patricia Cofrancesco.

#8 Corporation Counsel Update

No update to provide.

#9 Temporary Pending Test Report

Acknowledged the item for the record. No action needed.

#10 Meeting Minutes – April 28, 2021 Regular and May 12, 2021 Special

Ms. Marcano presented the meeting minutes for the April 28, 2021 Regular meeting and May 12, 2021 Special Meeting. Commissioner Williams stated that he would not be able to vote on the Special Meeting Minutes because he did not attend that meeting, resulting in a lack of a quorum. Special Meeting Minutes were tabled until the next meeting. Commissioner Mongillo moved to accept the April 28, 2021 Regular minutes as presented. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Minutes for April 28, 2021 Regular approved.

#11 Other Business

The next regular meeting scheduled for June 23, 2021 was confirmed for 12:30 p.m.

There being no more business to conduct, Commissioner Mongillo motioned to adjourn; seconded by
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Commissioner Rodriguez. All yeas. Meeting adjourned at 1:01 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: 6/23/2021