

CITY OF NEW HAVEN CIVIL SERVICE BOARD
MINUTES OF MEETING – September 2021
Regular Meeting
September 22, 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 <p>*Left before meeting concluded.</p>	<ul style="list-style-type: none"> • Assistant Corporation Counsel Atty. Robert Scott • Brooke Logan, Deputy Director Health • Jeffrey Patton, Deputy Director Public Safety Communications • Arlevia Samuel, Executive Director of Livable City Initiative • Michael Piscitelli, Economic Development Administrator • Marquell Middleton, Director of School Choice and Enrollment

Meeting opened at 12:33 P.M.

Ms. Marcano asked to add several items to the agenda by vote. Those items included two Temporary Pending Test Requests; the first request was for Public Health Emergency Response Coordinator, and the other request was for Deputy Director Housing Code for the Livable City Initiative Department. In addition to those requests, Ms. Marcano stated that there were two eligibility lists that were not finalized at the time that the agenda was posted, but they are ready to be presented to the Board now. The first list is #21-41 Director of Public Health Nursing, and list #21-42 Program Director of Epidemiology. Commissioner Rodriguez moved to add the items to the agenda. Seconded by Commissioner Williams. Votes taken; all yeas, none opposed, no abstentions. Items added to the agenda.

#1 Job Descriptions

(New) Assistant Registrar Vital Statistics

Ms. Marcano introduced Brooke Logan, who was representing the Health Department, which Vital Statistics is part of. Ms. Marcano explained that the Assistant Registrar of Vital Statistics is a new job description that would fill the role of second in charge to the Registrar of Vital Statistics. Ms. Logan then explained that currently, only the Registrar can certify certain documents. Per state regulation, documents can be certified by an Assistant Registrar or Registrar. The Board asked various questions, which were answered to their satisfaction. Commissioner Mongillo motioned to approve the job description. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Job description for Assistant Registrar of Vital Statistics approved.

#2 Reinstatement Request

Ms. Marcano explained that there is a request for a reinstatement for a 911 Operator/Dispatcher in the office of Public Safety Communications, and she introduced Jeff Patton, the Deputy Director of that department. Ms. Marcano explained that there was a 911 Operator (J. Lopez) who resigned in good standing in July. As Ms. Lopez has expressed interest in returning, the department is asking for her to be reinstated. Ms. Marcano stated that the period of separation is within the one year period that reinstatements are allowed. Commissioner Rodriguez moved to approve the reinstatement. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Reinstatement approved.

#3 Temporary Pending Test Request

Ms. Marcano reminded the Board that there are now three temporary pending test requests. She began with the Board of Education, explaining that the request from the Board of Education is for Administrative Assistant in

the office of Choice and Enrollment, specifically for a bilingual Administrative Assistant. Ms. Marcano explained that a list will be certified within the next few months, but in the meantime, the office is need of someone immediately.

Ms. Marcano went on to talk about the next request, which is for the Livable City Initiative Department, explaining that the Department recently lost their Deputy Director of Housing Code due to being hired in the Health Department. Ms. Marcano let the Board know that Arlevia Samuel from LCI and Michael Piscitelli from Economic Development werer both present to answer any questions for the Board on that request.

It was then brought to Ms. Marcano's attention that there was a representative from the Board of Education who could speak on behalf of the first temporary pending test request. Ms. Marcano introduced Marquell Middleton, Director of School Choice and Enrollment, who went on to describe the need for a Bilingual Administrative Assistant in the office of Choice and Enrollment. The Board asked several question ns, which were answered to the Board's satisfaction. Ms. Mongillo moved to approve the temporary pending test request. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request approved.

Ms. Marcano introduced Arlevia Samuel, Acting Executive Director of Livable City Initiative, then explained the need for a temporary pending test request for Deputy Director of Housing Code. Commissioner Rodriguez moved to approve the request. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request approved.

Finally, Ms. Marcano explained that the last request is for the Health Department for the position of Public Health Emergency Response Coordinator, explaining that the person currently in that position just resigned. Ms. Marcano informed the Board that there is an active list with one person on it, but that person currently works for the Health Department, and may have potential plans to leave the Department in less than a year. Brooke Logan, Deputy Director of Health, was then introduced and went on to explain a little bit about the position and why there is a need for the temporary pending test request. Commissioner Daniels moved to approve the request. Seconded by Commissioner Mongillo. Votes taken; all yeas, none opposed, no abstentions. Temporary pending test request approved.

#4 Eligibility Lists

Ms. Marcano presented results and provided testing and pass/fail data for list #21-37 Offset & Digital Printer. 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 #21-37 Offset & Digital Printer approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-38 Park Ranger. Commissioner Rodriguez 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 #21-38 Park Ranger approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-39 Municipal Animal Control 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 #21-39 Municipal Animal Control Officer approved.

Commissioner Mongillo then informed the Board that she had to leave the meeting. Ms. Marcano stated that there is still a quorum. Commissioner Mongillo removed herself from the meeting at 1:01 p.m.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-40 Caretaker. Commissioner Daniels moved to approve the eligibility list for an initial period of one year. Seconded by
September 22, 2021 – Civil Service Regular Meeting Minutes

Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List #21-40 Caretaker approved.

Ms. Marcano presented results and provided testing and pass/fail data for list #21-41 Director of Public Health Nursing. Commissioner Rodriguez 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 #21-41 Director of Public Health Nursing approved.

Finally, Ms. Marcano presented results and provided testing and pass/fail data for list #21-42 Program Director of Epidemiology. Commissioner Daniels 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 #21-42 Program Director of Epidemiology approved.

#5 List Amendments/Corrections/Extensions/Exhaustions

Ms. Marcano presented a list correction for list #21-28C Parking Enforcement officer, explaining that there was a clerical error. The lower score was incorrectly listed in a higher rank. Rank three was listed as rank two, and rank two was listed as rank three. Commissioner Daniels moved to approve corrections. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. List correction approved.

Ms. Marcano presented a list correction for list #21-36C Planner II. The candidate now showing in rank one did not have the addition of residency preference points added to her final score even though she properly filed for points. This correction remedies the omission of the residency points, and displays the candidate now showing in rank two who was formerly in rank one. Commissioner Rodriguez moved to accept the correction. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List correction approved.

Ms. Marcano informed the Board that the next three lists are list extensions. Ms. Marcano presented the list extension for #20-12E3 Office Manager, asking for the final three-month extension, bringing it to the full year, making the new expiration date 02/26/2022. Ms. Marcano then presented the list extension for #20-26 Police Records Clerk, asking for a three-month extension. It is set to expire at one year on 10/14/2021, and it is requested to be extended until 01/14/2022. Finally, Ms. Marcano presented the list extension for #20-30 Administrative Records Coordinator, stating that the Department indicated that they wished for the list to be extended to the full year, bringing its expiration date to 11/18/2022. Commissioner Rodriguez moved to approve the list extensions as requested. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List extensions approved.

#6 List Removals

Ms. Marcano presented the list of names recommended for removal from list #21-01 Police Officer, stating that all three individuals asked to be removed from the process.

List #21-01 Police Officer - Removals

Rank	First Name	Last Name
66	Mathew	Dogali
75	Michael	Campos
100	Thomas	Durant

Commissioner Daniels moved to approve the removal of names from list #21-01 Police Officer. Seconded by Commissioner Rodriguez. Votes taken, all yes; none opposed, no abstentions. Removals approved.

Ms. Marcano then presented to the Board a variety of list removals, presenting the names and reasons for each list removal.

List #20-26 Police Records Clerk - Removals

Rank	First Name	Last Name
8	Jessica	Berube
8	Vanessa	Volpe

List #20-34 Administrative Assistant - Removals

Rank	First Name	Last Name
2	Donna	Went
8	Mijail	Perez

List #21-36 Planner II

Rank	First Name	Last Name
3	Abhinand	Shanklar

Commissioner Rodriguez moved to approve list removals for list #20-26, list #20-34, and list #21-36 as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. List removals approved.

#7 Transfer Requests

Ms. Marcano explained that although there were two transfer requests on the agenda, she is only presenting Samira Bostic's transfer request to the Board at this time, due to the fact that she is still researching the list from which the other transfer request was hired. Ms. Marcano presented the transfer request for Samira Bostic, who was looking for placement on the transfer list to be considered for vacancies similar to her current title of Administrative Assistant in any department in the City. Commissioner Daniels moved to approve the transfer request. Seconded by Commissioner Rodriguez. Votes taken; all yeas, none opposed, no abstentions. Transfer request approved.

#8 Board Correspondence

None.

#9 Corporation Counsel Update

None.

#10 Temporary Pending Test Report

Acknowledged. No action required.

#11 Meeting Minutes – August 11, 2021 Regular, August 20, 2021 Special, September 13, 2021 Special

Ms. Marcano presented the meeting minutes for the August 11, 2021 Regular Meeting, the August 20, 2021 Special Meeting, and the September 13, 2021 Special Meeting. The Board took a moment to review each. Commissioner Rodriguez motioned to approve all three meeting minutes as presented. Seconded by Commissioner Daniels. Votes taken; all yeas, none opposed, no abstentions. Minutes for August 11, 2021 Regular, August 20, 2021 Special, and September 13, 2021 Special were approved.

#12 Other Business

Ms. Marcano requested if the Board could convene a special meeting on October 13, 2021 at 12:30 p.m. The Board granted the request and confirmed the meeting date.

The next regular meeting scheduled for October 27, 2021 was confirmed for 12:30 p.m.

There being no more business to conduct, Commissioner Williams motioned to adjourn; seconded by Commissioner Rodriguez. All yeas. Meeting adjourned at 1:22 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: 10/27/2021