

**CITY OF NEW HAVEN CIVIL SERVICE BOARD  
MINUTES OF MEETING – March 2023 Special Meeting**

March 15, 2023

<u>Present</u>	<u>Also Present</u>
<ul style="list-style-type: none"> <li>• Commissioner Wendy Mongillo</li> <li>• Commissioner Leasley Negron</li> <li>• Commissioner Dennis Daniels</li> <li>• Commissioner Christopher Mordecai</li> <li>• Noelia Marcano Secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Assistant HR, Emma Acampora</li> <li>• Assistant Corporation Counsel Atty. Robert Scott</li> <li>• Rebecca Bombero, Deputy Chief Administrative Officer</li> <li>• Laura Brown, Executive Director of City Plan</li> <li>• Lisa Flegler, BOE Director of Human Resources</li> <li>• Christine Bourne from Bd of Education</li> <li>• Other members of the Public</li> </ul>
<p><u>Absent</u></p> <ul style="list-style-type: none"> <li>• Commissioner Carmen Rodriguez</li> </ul>	

Meeting opened at 12:32 pm.

**#1 New Commissioner Swear-In**

*Commissioner C. Mordecai*

Assistant Corporation Counsel Attorney Robert Scott swore in the newest Civil Service Board Commissioner, Christopher Mordecai.

**#2 Job Descriptions**

*Superintendent of Motor Vehicles General Government (New)*

Ms. Marcano presented the item and introduced Rebecca Bombero, Deputy Chief Administrative Officer to speak on behalf of it. Ms. Bombero pointed out the specific revisions made to the job description and noted that this position was previously titled Facilities and Site Equipment Supervisor.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken, all yeas, none opposed. Job description for Superintended of Motor Vehicles General Government approved.

*Deputy of Programs CSA (Revised)*

Ms. Marcano presented the item. Ms. Marcano pointed out the specific revisions made to the job description. She made note that this position was still titled Deputy Director of Children and Family Services despite that department function having been eliminated some time ago. The revisions reflect the position as it exists today. Commissioner Daniels asked a clarifying question. Ms. Marcano answered adequately.

Commissioner Daniels motioned to accept the job description. Seconded by Commissioner Negron. Votes taken, all yeas, none opposed. Job description revision for Deputy of Programs CSA approved.

**#3 Temporary Pending Test Request**

*Planner II (Office of City Plan)*

Ms. Marcano presented this item to the Board and introduced Luran Brown, Executive Director of City Plan to speak on behalf of the item. Ms. Brown explained the need and importance of this temporary pending test position as it would start to close the gap of coverage that is currently taking place in the department until the position is tested for and certified. Minor questions were asked by the Board and Ms. Brown answered adequately.

Commissioner Daniels motioned to approve the temporary pending test request for Planner II. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions.

*Account Clerk IV (Board of Education)*

Ms. Marcano presented this item to the Board and introduced Lisa Flegler, BOE Director of Human Resources and Christine Bourne from the BOE to speak on behalf of the item. Ms. Flegler and Ms. Bourne explained the need and important of this temporary pending test position as it would start to close the gap of coverage that is currently taking place in the department until the position is tested for and certified. Minor questions were asked by the Board and Ms. Flegler answered adequately.

Commissioner Daniels motioned to approve the temporary pending test request for Account Clerk IV (Board of Education). Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions.

**#4 Eligibility Lists**

The Board was given the opportunity to view the lists virtually on screen before deliberating or voting. Guests were placed in the virtual waiting room. After review, guests were brought back into the meeting.

Ms. Marcano presented results and provided pass/fail data for list #23-09 School Security Officer. Commissioner Negron motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #23-15 Personnel Director. Commissioner Daniels motioned to approve the list for an initial period of one year. Seconded by Commissioner Negron. Votes taken: all yeas; none opposed.

Ms. Marcano presented results and provided pass/fail data for list #23-16 Quartermaster. Commissioner Negron motioned to approve the list for an initial period of one year. Seconded by Commissioner Daniels. Votes taken: all yeas; none opposed.

**#5 List Amendments/Corrections/Extensions /Expirations**

Ms. Marcano presented the following lists to be extended: list #22-37 Emergency Medical Services Supervisor, list #22-38 Drillmaster, and list #22-39 Assistant Drillmaster for a period of 1 year Ms. Marcano explained that all of these lists have multiple candidates still each the list and the possibly of vacancies for each position in the near future.

Commissioner Daniels moved to approve the following list extensions for a period of 1 year: list #22-37 Emergency Medical Services Supervisor, list #22-38 Drillmaster, and list #22-39 Assistant Drillmaster Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions

Ms. Marcano presented the following list to be exhausted: list #22-33 Planner II. Ms. Marcano presented this item to the Board and had previously explained, when asking for a TPT for this position, the reason for requesting for the active list to be exhausted.

Commissioner Daniels moved to approve the list exhaustion. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions.

**#6 List Removals**

Ms. Marcano presented the names for removal from list eligibility #22-69, Administrative Assistant Lisa Mercado and Vivian Griswold. She also presented the name for removal from list eligibility #22-70, Bilingual Administrative Assistant Vivian Griswold.

Commissioner Daniels moved to approve the names to be removed from each list. Seconded by Commissioner Negron. Votes taken; all yeas, none opposed. No Abstentions. List removals approved.

**#7 Voluntary Demotion**

*Assistant Drillmaster – K. Harrington*

Ms. Marcano presented to the Board the letter from Kenneth Harrington requesting a voluntary demotion from Assistant Drillmaster to fire suppression. The Board of Fire Commissioners had already taken action.

This is no action item and is for reporting purposes only.

There being no further business to conduct, Commissioner Mongillo motioned to adjourn meeting. Seconded by Commissioner Daniels. Meeting adjourned at 1:16 p.m.



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:** 3/29/2023